



Trial Court Facilities Guidelines

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Trial Court Facilities Guidelines

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Section I: General Facilities Design Guidelines

Section I: GENERAL FACILITIES DESIGN GUIDELINES

Sections II through X of this document address the specific functional components that may occupy the court facility. These components are essentially the building blocks with which the court facility is developed. This section provides general guidelines for the design of the entire courthouse facility. These general guidelines address how the building blocks fit together and are linked, the environmental conditions (signage, accessibility, acoustics, lighting, heating, ventilation and air conditioning) that are common to all and the locational and siting requirements of the court facility. The general guidelines are applicable to all areas of the courthouse facility, unless otherwise specifically noted. Specific needs and guidelines for the design of various courthouse components supercede the general guidelines as noted. The general guidelines also describe considerations for the courthouse building as a whole.

The guidelines provided here address the needs for areas that will be required in most courthouses in California; however, court operations and facility requirements may differ from county to county. These guidelines provide for a range of office and workstation sizes to meet the needs of broad categories of job types.

1. GENERAL PRINCIPLES

Efficient, Safe and Cost Effective. Court design should provide for efficient and safe court operations within a cost-effective facility.

Durability, Quality and Efficiency. Materials and design elements should be chosen with regard to the amount of traffic, use and visibility of each space. Materials should be durable, operationally and energy efficient, easily maintained and environmentally friendly.

Image as a Place of Justice. For many individuals, the courthouse is the primary point of contact with government and, specifically, the justice system. The courthouse is at once a center of the community, a symbol of justice and a reflection of our history and culture. It should function equally well as a setting for the delivery of justice, as a public services center, as a community landmark and as a statement of a community's heritage. The courthouse design should express the community's values of justice, integrity and fairness. Public entrances to the courthouse should be appropriate in scale and designed to evoke a sense of respect and order. The courthouse should be both inviting and enduring.

The courthouse site may include plazas and public spaces, and should reflect the local community it serves. Consideration may be given to providing a program of art in public places throughout the courthouse interior and exterior. Public-oriented spaces may house community displays and community meeting rooms and provide open spaces without hindering security. Consideration may be given to providing permanent and temporary exhibit space within the main courthouse entrance lobby.

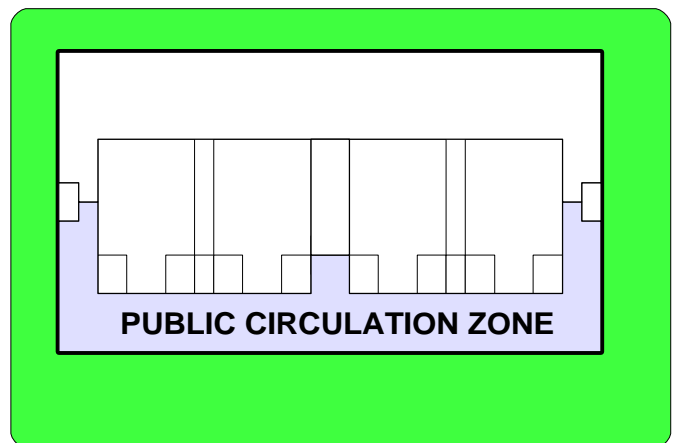
2. BUILDING CONFIGURATION, OCCUPANCY AND HORIZONTAL AND VERTICAL CIRCULATION

As detailed in the component discussions in sections II-X, various activities have different space, circulation, access and security needs, which determine to a great extent the configuration and occupancy arrangement of the court facility. A major determinant of the size of the building's footprint will be the size and number of courtrooms required. In facilities used for in-custody jury proceedings, courtrooms are commonly provided in multiples of two to allow for sharing in-custody defendant access to elevators and holding cells. Customarily, a court facility floor contains no more than 12 courtrooms.

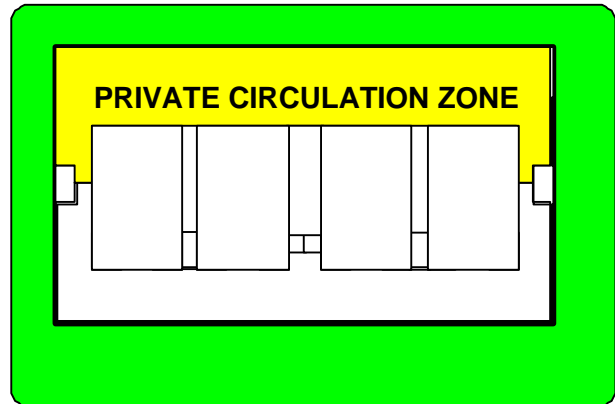
Public access needs should dictate the use of lower building floors. High-public-contact functions should be located on the ground floor, or the second floor if it is accessible by escalators. These functions include the court clerk public counters and records areas, jury assembly centers, pro per education centers, mediation and alternative dispute resolution (ADR) centers, children's waiting areas and other high-volume areas. Functions not requiring substantial public contact or requiring higher security levels should be located on the upper floors or below ground floors. These areas include court administration, judges' chambers, law enforcement waiting, in-custody receiving and holding, and security command centers.

The internal circulation patterns for a general-purpose court facility in which in-custody cases are heard should include three separate and distinct zones for public, private and secured circulation.

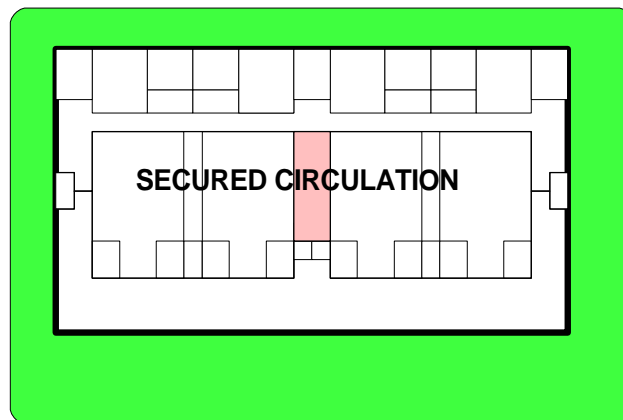
Public Circulation Zone. The public circulation zone provides access from each public point of entry into the building. All components that have a public service counter or reception area, or that may require access by the general public, should be accessible from the public circulation zone. These components include the courtrooms, public counter areas, jury assembly room, mediation and ADR centers, services office, public waiting areas, food service or vending areas, children's waiting area, public restrooms, public elevators and other public reception areas. If the court shares a building with noncourt activities, consideration should be given to providing a separate entrance for the noncourt functions.



Private Circulation Zone. The private circulation zone provides limited access corridors between specific functions to court staff, judicial officers, escorted jurors and security personnel. These corridors should connect courtrooms, chambers and support staff areas, jury deliberation rooms and authorized staff parking areas. Building service functions, such as storage, staging and loading areas, security staff offices and other support areas, should be located within the staff circulation zone.



Secured Circulation Zone. The secured circulation zone for in-custody defendants should be completely separate from the public and staff circulation zones, providing access between the secured in-custody entrance (sallyport), central holding and intake areas, attorney interview rooms, courtroom holding areas and the courtrooms. The design should prohibit access by the public and escape by persons in custody. The separate movement of in-custody defendants from public circulation is required by California Code of Regulations, title 15, section 1105(c), which provides that court holding facilities have a path of travel for in-custody defendants that is separate from those used by the public. Circulation corridors, elevators and stairwells should minimize turns, alcoves and other potential hiding places. The use of video surveillance within security corridors by the court security staff should be considered.



3. PUBLIC SERVICE REQUIREMENTS

Public Waiting Areas. Public waiting areas should include sufficient comfortable seating and be located as close as possible to areas of highest public use, with easy access to restrooms, water fountains and telephones. The size should be in proportion to the population to be served. Noise transmission from the waiting area to the courtroom should be minimized.

Hallways can be used as public waiting areas if they are of sufficient width and if a vestibule that provides a sufficient sound lock is installed at courtroom entrances.

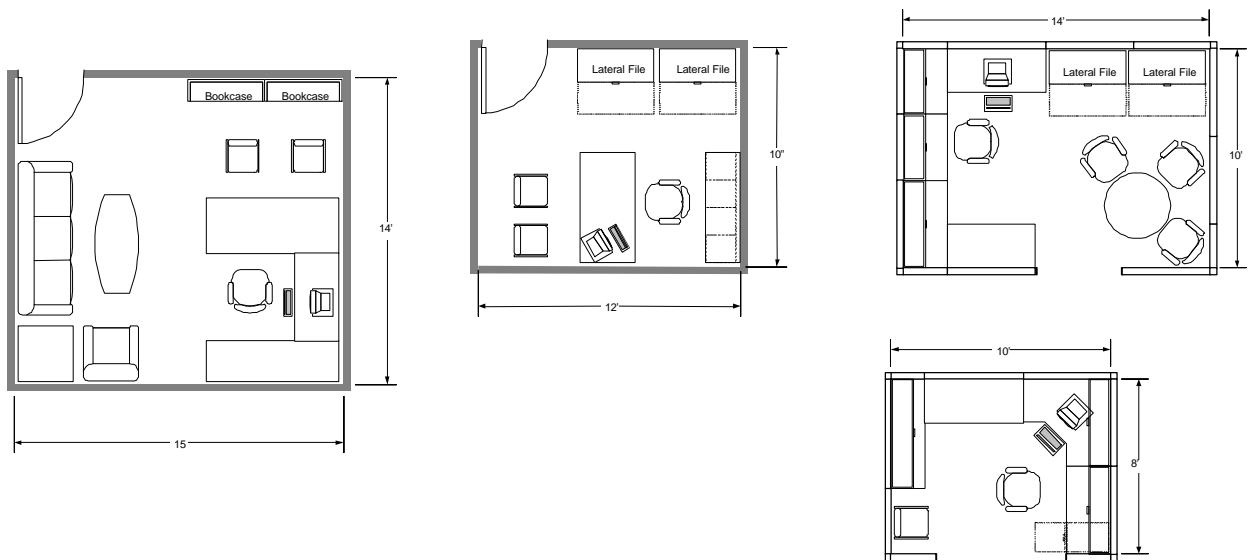
Signs, Directions for the Public. An overall signage program should be adopted that complements the functional and circulation zones of the building. Attractive and legible signs of both directional and informational character should be incorporated into the interior design of all public areas. A specific and coordinated sign and labeling system should be integrated with the building graphics system. A building directory should be located near each major public entrance, featuring a diagram that lists all the building's major components.

Prominent posting of public notices and informational signs should be provided and be multilingual where appropriate. Braille lettering and audio signals should be provided at elevators and where appropriate or required by state, local and federal code. All signage must meet the requirements of the Americans with Disabilities Act, and the most recently adopted provisions of the Uniform Building Code and California Code of Regulations, title 24 regarding accessibility.

4. GENERAL OFFICE AND WORKSTATION GUIDELINES

In general, the following guidelines describe typical workstation sizes that may apply to office area requirements:

<u>Type</u>	<u>Square Feet</u>	
	<u>Workstation</u>	<u>Private Office</u>
Staff/Technical	50 – 80	
Supervisory	80 – 100	100–120
Management		120–150
Executive		200–250



Office equipment, files, storage, counters and special work areas may require additional space. Also, space may be needed for visitors, meetings, training and reception/waiting. Consideration should be given to the need for dedicated conference/meeting rooms or the practicality of using other shared meeting spaces. An industry guideline of 250 to 280 square feet per staff member includes work space, files, office equipment, conference, training and reception areas.

5. PROVISIONS FOR PERSONS WITH DISABILITIES

All areas of the courthouse must meet all state, local and federal code requirements, including the Americans With Disabilities Act, the most recently adopted provisions of the Uniform Building Code, and the California Code of Regulations, title 24 regarding accessibility. Care should be taken that elimination of architectural and transportation barriers for one part of the population does not create a barrier to another.

6. SECURITY AND PUBLIC SAFETY

The courthouse design should provide a setting within which justice can be served without fear of disruption or harm, while maintaining the dignity of the courthouse. The design should provide for protection of the people who occupy the courthouse, the prevention of escape by those in custody, protection of the facility from damage and security of court records and documents. Section VIII of the guidelines provides a detailed discussion of internal court security needs.

Building Security. These guidelines describe the coordination of architectural design, particularly in controlling circulation in and around the building, with electronic and mechanical devices, trained personnel and appropriate emergency procedures. The building envelope should be planned to take into account security considerations in the treatment of glazing, exterior physical detail and placement of building access points. Exterior glazing that encloses chambers, key staff offices or courtroom space should be planned to shield occupants from gunfire or other physical threat. Building exterior details and landscaping should minimize the potential for placement of explosive devices by avoiding creation of hidden or blind areas that could impede security surveillance and monitoring. Use of video cameras for security surveillance of the building exterior should be considered, and is encouraged at the exterior of each pedestrian and vehicular entrance to the building.

Building access points should be in sight of a surveillance source and configured with unobtrusive barriers to prevent violent entry by persons or vehicles. The exterior courthouse grounds should inhibit access of unauthorized vehicles by such means as fencing and landscape design without hindering emergency access for fire, paramedic and law enforcement vehicles and personnel. The courthouse building perimeter should be set back from any public street by the greatest possible distance to avoid public vehicles parking adjacent to the structure.

At least one courtroom should be designed to accommodate trials that involve a high degree of risk to participants. Such a courtroom should have electronic screening for all persons attending trial. The high-security courtroom should be located where it can be isolated and cause the least amount of disruption and inconvenience to other facility occupants. Ballistic-resistant glass should be considered between the spectator seating area and the litigation area.

Fire Protection and Fire Alarm. Life safety and security are related concerns that help shape the modern court facility. The focus should be on the safety of all people in the facility and the safe storage of records and documents. Integrated systems of fire detection, alarm and suppression must be included in the design of new and remodeled facilities to comply with California Code of Regulations, title 15, section II OS(b)(3), and title 24, section 1013(b)(23), (24). All spaces within the building must conform to state and local building codes, including California Code of Regulations title 24, the most recently adopted Uniform Building Code and the Uniform Fire Code.

Emergency Provisions. Emergency power and lighting capacity should be provided in selected areas of the court facility. Essential systems should have an uninterrupted power source.

7. HEATING, VENTILATING AND AIR CONDITIONING

The heating, ventilating and air conditioning (HVAC) system must meet all state, local and federal code requirements including the most recently adopted provisions of the California Code of Regulations, title 24, the Uniform Building Code and the Uniform Mechanical Code.

Each courtroom should have an individual temperature control for the HVAC system. When designing the HVAC system, all heat sources should be considered, including people, video display terminals, lighting and computer equipment. The introduction of adequate fresh air and exhaust ventilation is critical in courtrooms, jury rooms, food service areas and other areas subject to dense occupation. Care should be taken to locate air intake grilles in secure areas so that gas or other hazardous agents cannot be introduced into the HVAC system. For larger courthouses, a computerized energy monitoring and management system should be considered to reduce energy consumption.

Sound transmission and isolation of HVAC equipment and the air distribution system should be addressed to reduce disruptive noise in all areas of the courthouse, with special provisions considered for courtrooms. Ductwork should incorporate acoustical lining and sound traps between rooms that require privacy for conversations or deliberations, such as jury rooms, judges' chambers and attorney/client conference rooms.

Dedicated 24-hours a day, 7 days a week HVAC systems should be considered for special areas, such as computer and telephone equipment spaces.

Appendix A contains guidelines for specific HVAC system design criteria.

8. PLUMBING AND ELECTRICAL

Plumbing. The number of fixtures provided for public and staff must meet state, local and federal code requirements, including the most recently adopted provisions of the Uniform Building Code and California Code of Regulations, title 24. All restroom facilities and drinking fountain installations must also meet the requirements of the Americans with Disabilities Act.

Separate restroom facilities must be provided for public, staff and in-custody defendants. Special consideration should be given to providing additional restrooms beyond those required by code for females. Public restrooms should be accessible from the public circulation zone, and staff restrooms should be accessible from the staff circulation zone. In multistory courthouses, restroom facilities should be located in the building core and stacked when possible. Public restrooms should be located near public waiting areas. Drinking fountains should be provided on each floor near the restroom facilities.

For security and acoustical considerations, restrooms should not be located directly adjacent to courtrooms.

Electrical. All electrical systems must meet state, local and federal code requirements, including the most recently adopted provisions of the Uniform Building Code and National Electrical Code. Sufficient electrical capacity, electrical supply quality and space and raceway flexibility should be provided to accommodate any communication equipment; electronic data processing, retrieval and transmission equipment; personal computers and information systems networks; video and audio systems; electronic security systems; major building systems; and sophisticated office equipment required in the courthouse. The electrical capacity provided for the court facility should be adequate to meet the total connected load requirements plus 25 to 30 percent for future load growth.

General placement of electrical outlets is governed by building and electrical codes. Special attention should be given to the location of electrical outlets in the courtroom.

Emergency power distribution systems are important for the proper operation of electronic systems. An emergency lighting system should be provided and should be considered for computer systems and security systems. Emergency power may be provided by an emergency generator, uninterrupted power supply system, battery inverter or special computer power center. Building grounding system(s) must be provided as prescribed by the National Electrical Code.

9. INFORMATION SYSTEMS AND COMMUNICATIONS

Spatial, environmental, acoustical and other needs for the court's internal data processing system should be accommodated. A uniform power and communication distribution system should be planned, with an electrical and communications raceway configuration compatible with workstation design, placement, sizes and future needs.

Computer Room. In larger court facilities, a room should be provided to house shared computer equipment such as minicomputers and LAN file servers and shared telecommunications equipment. The room should be located to minimize the risk of flooding. If not in the building core, the room should be on a windowless northern or eastern wall to avoid the heat of the sun.

Ample electrical service should be provided to support equipment that may be installed in the room, including devices that protect computer equipment from power fluctuations and outages.

A separate building (HVAC) zone should be provided for the computer room. A supplemental air conditioning system may also be required due to heat generated by equipment concentrated in the computer room. Both systems should operate independently and be able to cool the computer room 24 hours per day, seven days

per week.

Ample conduits should converge to connect computer room equipment with peripheral courthouse equipment. In addition to the computer systems, the room may house central components of other systems, such as those for video arraignment, telephones and security. Design should allow for installation of telephone lines for remote access to other computer systems.

An emergency fire-suppression system must be provided. A dry, environmentally sound fire-suppression system with a manual override is recommended.

A raised floor should be provided for larger installations of mainframes, or LAN file servers, to allow for the ambient cooling of equipment and to facilitate routing of electrical lines and computer cables. A ramp that conforms to applicable state and local codes for accommodation of persons with disabilities must be provided with any raised floor.

Telephone and Data Communications Closet. Provision should be made for telephone and data communications closets. At least one closet per floor is recommended.

Any additional areas required for data processing staff, storage of computer supplies, training and centrally used printers are best located adjacent to the computer room.

Microwave and Satellite Dishes. Structural support should be provided for roof mounting of microwave and satellite dishes to facilitate applications such as video arraignment.

Space for Facsimile Telecommunication Facilities. Space should be provided on each floor to include connections for facsimile telecommunications equipment.

Communications. Courthouses should be equipped with emergency public address systems with central controls. In larger facilities, state and local codes may require building-wide communications systems.

10. LIGHTING

The quality of light should be sufficient to perform tasks required in each space without excess light that could result in inefficient energy consumption and unpleasant environmental conditions. Refer to Appendix A for general lighting requirements.

11. ACOUSTICS

Good acoustical design should ensure

- A minimum of intrusive noise;
- Accurate hearing and recording of proceedings; and
- Access to the court by the deaf, and hearing-impaired.

Within the courtroom, background or ambient sound should be minimized. Certain sounds such as the judge's statements and those of witnesses and attorneys may be enhanced. Each person in the courtroom, especially litigation participants, should be able to hear anything said from the witness stand. The courtroom acoustical design should permit the judicial officer to communicate with attorneys in sidebar conversations without being overheard. An electronic audio system and well-designed sound-management system are recommended to meet these goals.

Acoustic guidelines are provided in Appendix A.

12. PARKING AND VEHICULAR AND PEDESTRIAN ACCESS

Parking. Court facilities must be accessible to those who use them. Court planners should consider the feasibility of providing safe parking and the availability of public transportation. If at all possible, parking should be provided near the courthouse for users, visitors, jurors, staff, judicial officers and official vehicles. In areas where an appropriate public parking structure is not nearby and cannot be constructed, the court should be sited within easy access of public transportation. In such cases, a small parking facility should be considered in or near the court facility for judicial officers and some staff.

If public parking can be provided, parking requirements should be calculated in consideration of

- The number and type of courtrooms;
- The number of users, visitors and jurors expected each day;
- The number of staff to be employed at the facility; and
- The average number of official vehicles found at the courthouse each day

Parking requirements can be reduced at larger facilities through traffic-management plans such as carpooling and public transportation programs.

Consideration should be given to providing secured parking adjacent to the courthouse for judicial officers. Video surveillance systems may be provided to monitor access to secure parking areas. If parking is provided beneath the courthouse, separate restricted elevator access from the secure parking area to restricted court spaces

should be provided for judicial officers. These elevators should be controlled by a card reader or similar system.

Full illumination should be provided in all court parking areas and around landscaping. Higher levels of illumination should be provided at gates and doors, where security personnel are required to recognize individuals. Special consideration should be given to the location and configuration of landscaping at parking areas so as not to create hiding places.

Vehicular Access. Building access points should be in sight of a surveillance source and configured with unobtrusive barriers to prevent unauthorized entry by vehicles without hindering emergency access for fire, paramedic and law enforcement vehicles and personnel.

A passenger-loading and short-term parking area should be provided near the entrance to the courthouse but at a safe distance. The courthouse site should be designed to inhibit access of unauthorized vehicles and to provide a safe environment for facility users.

A loading zone should be provided for delivery vehicles that do not need to use the loading dock. However, all packages delivered should go through x-ray screening at the loading dock.

Particular requirements for vehicular access to security areas are provided in section IX.

Pedestrian Access. Safe access to and from the courthouse should be provided. If access to and from parking involves the crossing of streets, adequate traffic control measures should be provided. On extremely busy streets, bridge or tunnel access to the courthouse from the parking area should be considered. All access to the courthouse must meet the requirements of the American with Disabilities Act and the most recently adopted provisions of the Uniform Building Code and California Code of Regulations, title 24 in regard to accessibility.

A single, primary public entrance to the courthouse is recommended; it should have a lobby large enough to accommodate all visitors expected during peak periods. It should be sized to allow metal detectors and X-ray equipment to be placed in the circulation path from the courthouse entrance. The security-screening entry point should be far enough inside the entrance to allow for queuing visitors during inclement weather. In larger courthouses, a side or rear employees' entrance may be considered.

Electronic door access controls should be provided at nonpublic entrances. An intercom may be installed at such entrances.

Provision may be made for installation of video surveillance at these entrances.

Section II: The Courtroom

Section II: THE COURTROOM

The courtroom is the focal point of the state's judicial process. It provides the formal setting for conducting the business of the court. Traditionally, the courtroom will accommodate the judicial officer (judge, commissioner, hearing officer), court clerk, reporter, bailiff, parties, attorneys, witnesses, jury and spectators.

The courtroom may be sized and configured differently depending on the proceedings assigned to the room. In some jurisdictions, a multipurpose approach may be necessary. In others, specialized courtrooms for family court, traffic court and other special needs may be appropriate. With the advent of unified courts, the typical courtroom may be the setting for a wide range of judicial proceedings.

The courtroom should be sized and designed in accordance with the following principles:

- The parties in any proceeding must be able to clearly see and hear the witness, jury, judicial officer and counsel.
- Witnesses and jurors must be protected from intimidation.
- All jurors should clearly see and hear the proceedings.
- Appropriate confidentiality for attorneys and judicial officers should be ensured.

1. AREA DESCRIPTION AND SIZES

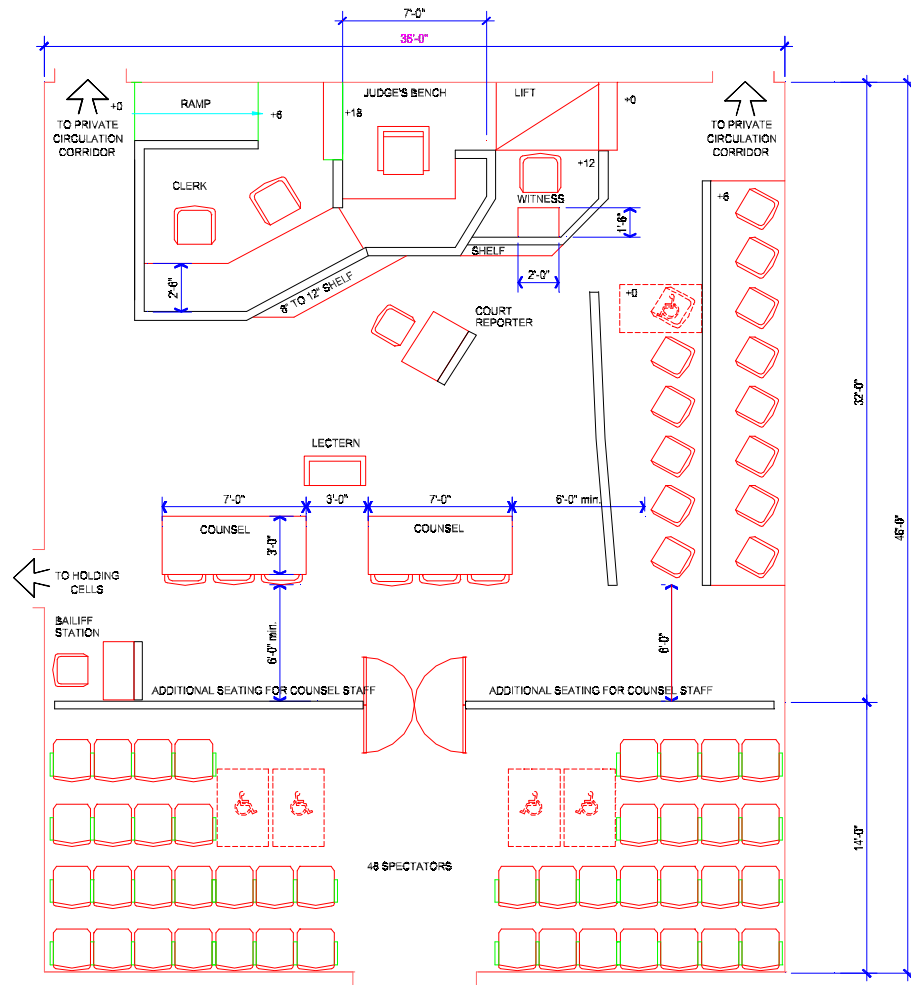
The courtroom is composed of two components: the litigation area and the spectator seating area. The guideline for a general-purpose courtroom litigation area for a 12-person Jury Criminal/Civil proceeding is 1,152 net square feet, or approximately 36 feet wide by 32 feet long. Increasing the amount of spectator seating alters the total square feet of the courtroom from a minimum of 1,500 net square feet with seating for 30, to 1,800 net square feet with seating for 60.

Ceiling heights in courtrooms should be proportional to the room. The height of a standard courtroom should be 12 to 14 feet and in larger courtrooms, 14 to 18 feet.

Courtroom Size Guidelines

Type	Litigation Area			Spectator Area				Total Square Feet
	NSF	Width	Length	Seating	NSF	Width	Length	
Non Jury Civil/Juvenile and Family	840	30	28	Range 20-40	Range 260-360	30	varies	1,100-1,200
12-Person Jury Criminal/Civil	1,152	36	32	30-60	348-648	36	varies	1,500-1,800
High-Volume/Multiligtant	1,360	40	34	100-150	840-1,040	40	varies	2,200-2,400

12-Person Jury Criminal/Civil Courtroom, Center Bench Design



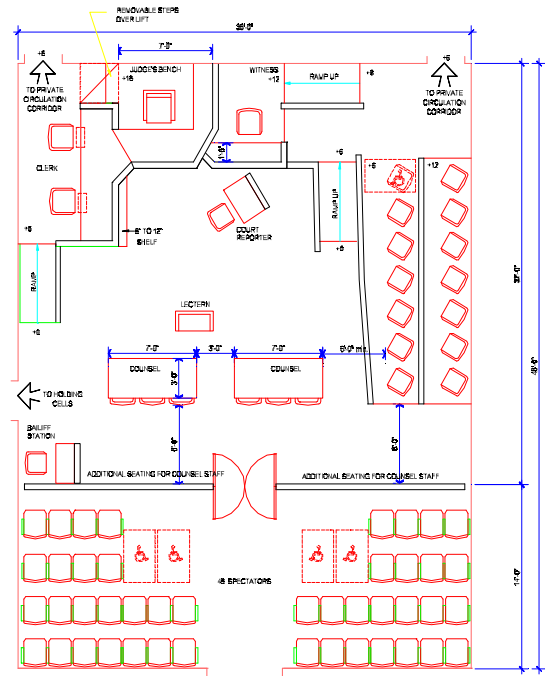
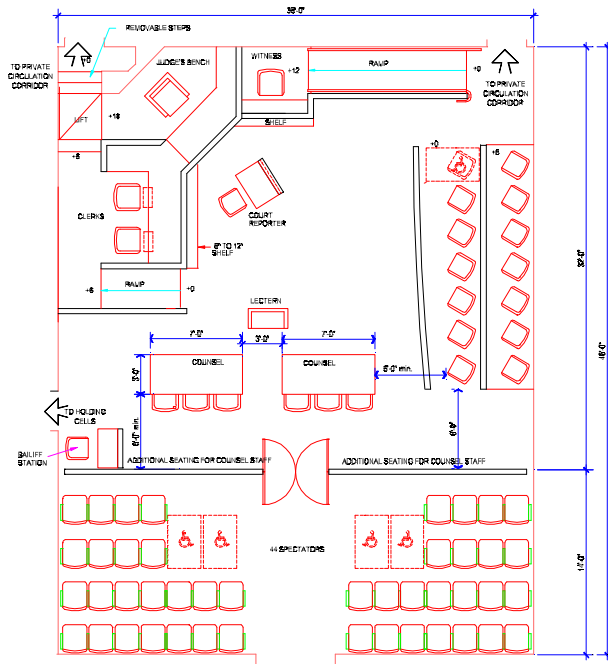
1,656 square feet

12-Person Jury Criminal/Civil Courtroom

Corner Bench Design

Off-Center Bench Design

1,656 square feet (each)



Spectator area: The spectator area provides seating for witnesses, family and the public. The number of spectators may vary based on the type and complexity of the proceedings. Traditionally, this area is sized to provide seating space for the jury panel during voir dire. In most jurisdictions, a jury panel of 30 to 50 people will be called for a 12-person jury. In a nonjury court, spectator seating may be limited to 20 to 25. It may be important to provide one courtroom with a large spectator area for high-profile cases and for certain specialty courts such as traffic and out-of-custody arraignments. These courts often require seating for 100 to 150 spectators.

Seating in public areas may be either fixed or movable and should be of heavy and durable construction. Space must be reserved in public seating areas for wheelchairs. Public seating in high-volume and juvenile courts requires more durable materials.

Litigation Area: The litigation area provides space for the primary participants and activities of the judicial proceeding and may vary in size depending upon the type of proceeding taking place.

Litigation Area Size Guidelines 12-Person Jury Criminal/Civil Courtroom

Element or Workstation	No. Req'd.	Furniture/Casework		Steps Above Floor	Number of Occupants	Area Sq. Ft.
		Width	Depth			
Bench	1	72" - 84"	30" - 36"	2 - 3	1	64-80
Courtroom Clerk	1	120"	30"	1	1 - 2	75-85
Bailiff	1	-	-	0	1	25
Court Reporter	1	-	-	0	1	25
Witness Stand	1	24"	18"	1 - 2	1 - 2	33-43
Jury Box	1	18'-0"	8'-0"	(1st tier) 0 - 1	14	144
				(2nd tier) 1 - 2		
Counsel Tables	2	84"	36"	0	4 - 6	90-110

Note: Each step = 6" to 7" above floor of litigation area.

The litigation area typically consists of the following spaces:

- (a) Judicial officer's bench,
- (b) Courtroom clerk's station,
- (c) Court reporter's area,
- (d) Bailiff's station,
- (e) Witness stand,
- (f) Jury box,
- (g) Counsel area, and
- (h) Exhibit display area and equipment.

(a) Judicial Officer's Bench

The height, area and design of the bench should reinforce the role of the judicial officer as the administrator of justice and as the principal controller of order in the courtroom. The bench should be the courtroom focal point, and by its placement should not suggest favoring any party.

The bench should be proportionate to the size and height of the courtroom, assuring an unobstructed view of the entire courtroom. The judicial officer's eye level when he or she is seated should be higher than any standing participant or spectator. To achieve this sight line, the floor of the bench should be raised approximately 12 to 21 inches (two to three steps) above the courtroom floor.

The judicial officer's bench should include a desk writing area with a three-inch privacy screen in front. The bench work surface should be 72 to 84 inches long by 30 to 36 inches deep to keep bench materials within reach and to accommodate equipment (e.g., video displays). Adequate bookshelves should be provided. Conferences between the judicial officer and counsel at the sidebar should be conducted on the side of the litigation area opposite the jury or at a minimum of 18 feet from the jury.

The actual space occupied by the bench area should be 64 to 80 square feet with 5 feet between the edge of the judicial officer's desk and the back wall. This will accommodate a wheelchair and allow the judicial officer sufficient work area. The sides of the bench should be lowered to facilitate transfer of documents and verbal communication with the courtroom clerk and the court reporter, as well as to provide a clear sightline to the witness. The bench should provide sufficient space to accommodate an ergonomically sound armchair. A locked storage unit for the court reporter may be built into the front portion of the judicial officer's bench.

The bench should be properly lighted for reading and examining documents. The desk area should accommodate computer equipment, storage, telephone and outlets for data transmission. The bench should be designed with accessible cableways to accommodate changing technology. It should be equipped with a microphone with a mute button, and it may include controls for the courtroom audio system.

The bench should have a concealed, silent duress alarm that directly alerts courthouse security and that is operable during a power outage. Each bench should be constructed of or lined with nonricochet, bullet-resistant material, which should be able to absorb multiple firings of a large-caliber handgun.

(b) Courtroom Clerk's Station.

The courtroom clerk is responsible for taking court minutes, maintaining files and receiving and labeling exhibits.

The courtroom clerk's station should be adjacent to the bench and accessible to counsel for marking and introducing documents. The courtroom clerk should be sufficiently close to hand the judicial officer exhibit papers and files and to communicate privately. The clerks' station should be located on the same side as the bailiff and near a doorway to the judicial corridor.

The clerk's workstation should be ergonomically sound and have a 120-inch-long by 30-inch-deep work surface to accommodate a second clerk. An 8 to 12-inch wide shelf should surround the workstation to provide a writing surface and a level of security for documents on the desk. The workstation should have substantial space for placement of in-process files, forms, supplies and other essential material. The courtroom clerk's station area should be 75 to 85 square feet with 5 feet to the wall for adequate access. In high-volume departments, extra work area may be provided near the clerk's station for additional staff.

The clerk's workstation should be cable-ready for in-courtroom computer terminals and have multiple telephone and electrical outlets, and may include audio system controls. Concealed, accessible raceways may be provided to incorporate future technologies. The workstation should have a silent duress alarm and be constructed of bullet-resistant material similar to the judicial officer's bench.

(c) Court Reporter's Area

The court reporter provides verbatim recording of all court proceedings. The court reporter's area should be situated so that anything said by participants can be heard. Consideration should be given to providing sight lines to the witness and attorneys.

If a workstation is provided, it should include a work surface at least 24 inches deep, with a lockable drawer for storage and a modesty panel. It may be mobile or stationary. The workstation should include bullet-resistant material and adequate electrical wiring for such functions as electronic recording, video or computer-assisted-transcription.

(d) Bailiff's Station

The bailiff(s) should be able to see all persons in the courtroom from a location that facilitates the occupants' security and safety. The bailiff's station should be positioned within the litigation area to the rear, and just in front of the spectator's barrier. In criminal courts, the bailiff is typically located near the door to the in-custody holding area, but should also have easy access to the defendant's table.

In some jurisdictions, a workstation may be provided. The workstation should have comfortable seating, a small work surface and a lockable desk suitable for storage of firearms and ammunition. A telephone equipped with a flashing light rather than a ringer is recommended. An electronic signaling system should be provided connecting the bailiff's station and the jury deliberation room.

Bullet-resistant material and a silent duress alarm should be incorporated into the design of the workstation. In large-volume courtrooms, workstations may be provided for two or more bailiffs.

(e) Witness Stand

The witness stand should be located so that the witness is in clear facial view of the judicial officer, jury, parties, court reporter and counsel. The witness stand must be at least 60 inches wide by 60 inches deep to comfortably seat at least two persons, to allow adequate access and to accommodate a wheelchair. The witness chair should be height adjustable and be easily removable to facilitate wheelchair access. The witness stand should also be designed to accommodate child witnesses.

The witness stand should be 6 to 7 inches (one step) below the floor of the judicial officer's bench and 6 to 14 inches (one to two steps) higher than the well floor to facilitate viewing the witness. A modesty panel should be incorporated into the design. A nonobtrusive, nonthreatening, secured microphone should be provided. A desk area approximately 18 by 24 inches should be provided for the witness, as well as a shelf extension from the front of the box on which attorneys can rest files or evidence. Bullet-resistant materials should be similar to the judicial officer's bench.

(f) Jury Box

The jury box should be placed in the courtroom so as to facilitate the jurors' observation of court proceedings. The jury box should be positioned with clear sightlines from each juror to the witness, counsel, judicial officer and evidence display areas. It should not extend past either the witness box or the attorneys' tables. The jury's path to and from the courtroom should be as direct as possible and should not pass in front of the bench or litigant tables.

The jury box should be two-tiered, must provide for disabled jurors and should be sized to accommodate 14 jurors. Its total space should be approximately 8 feet by 18 feet, or 144 square feet. The first row of jurors may be at floor level or raised 6 to 7 inches (one step) above the floor. Designers should weigh the advantage of having the first juror tier at courtroom floor level to more easily accommodate requirements of the Americans With Disabilities Act against the disadvantage of having attorneys speak down to the jurors. Additional space will be required for wheelchair maneuvering and ramps.

Means should be provided to prevent communication between jurors and the public and to guard against juror harassment. A space of 6 feet between jurors and the spectator area railing is recommended for these purposes. Where space is insufficient to allow for 6 feet between jurors and the railing, some form of physical separation (such as a transparent panel) is recommended. Jurors should also be separated from attorneys and litigants by a minimum of 6 feet to prevent overhearing private conversations.

Comfortable and ergonomically sound chairs are important for jurors. Chairs may be movable or fixed. They should be adjustable and allow for swivel and tilt. They should be spaced to ensure that arms do not collide and that chairs do not strike the rear wall. Sufficient aisle space in front of each row of seats should be provided for juror comfort. If possible, writing surfaces should be provided. The jury box should have a modesty panel approximately 30 inches high. Hand rails and foot rails in the jury box may also be provided.

When developing the electronic connections to the jury box, the need for assisted listening and telecommunications devices should be considered in accordance with Civil Code section 54.8 and Evidence Code section 754.

High-security courtrooms may incorporate additional design elements in the jury box to secure the safety of the public, staff and court personnel, and to enhance the secure movement of prisoners. Prisoners should not pass in front of the jury box.

(g) Counsel Area

Counsel tables should be positioned so that the attorneys can be seen and heard by other attorneys, the judicial officer, the witness and the jury. Positioning should allow private conversations between attorneys and clients. The distance between the back of the attorney chairs and the public railing should be approximately 6 feet to

accommodate a row of chairs along the railing for staff, paralegals or other involved parties. Counsel tables should be positioned equally in relation to the bench.

Space for at least two tables should be provided for counsel. The tables should be a minimum of 3 feet by 7 feet and may be movable or fixed. The configuration of tables may be either two tables that seat a minimum of three people each, or a combination of one table for two and one for four. Space should be provided for comfortable, ergonomically sound and movable counsel table chairs.

Prosecution and defense tables should be no closer than 6 feet from the front row of jurors. There should also be at least 3 feet between counsel tables to allow for privacy.

A movable lectern with a microphone should be available in the courtroom. The sound-amplification system should have recessed outlets for microphones at the attorneys' tables. Provision should be made for power, data, computer and telephone needs in the counsel area. Provision should also be made to conceal any method of restraint of defendants.

(h) Exhibit Display Area and Equipment.

Each courtroom should have space for exhibit display devices located so as to be clearly visible to all court participants. A secured evidence locker that is no smaller than 10 cubic feet, key-lock operated, fabricated of heavy-duty metal and permanently attached to the floor or wall should also be provided in the courtroom for securing evidence that is at risk of being stolen or tampered with.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

Courtroom location should be evaluated in consideration of security concerns. High public and visitor traffic functions should be located nearest the ground-level main entrance and public elevators. Media access to courtroom proceedings should also be considered. In multilevel structures, courtrooms should be located on upper floors in less trafficked areas.

In-Custody Courtrooms. A courtroom designed for in-custody proceedings should provide three distinct points of entry:

- Public, for the general public, attorneys, parties, witness and press through a single public vestibule
- Restricted or private, for judicial officers, jurors, court personnel and designated court participants through one or two doorways from a restricted court staff corridor
- Secured, for prisoners, detention officers and bailiffs through a controlled and secure entry near the bailiff's station and defense attorney table.

Civil Courtrooms. Civil courtrooms and courtrooms for other proceedings such as family law may have only public and restricted circulation patterns if it is determined that they will rarely have in-custody defendants.

Spectator Area / Litigation Area Separation. The spectator area should be separated from the litigation area in a manner that controls movement. The two areas may be separated a rail or bar, which may be movable and may be 30 to 33 inches high. A gate entry from the spectator area to the litigation area should be provided.

In high-security courtrooms, the two areas may be separated by security glass.

3. ACOUSTICS AND AUDIBILITY

Courtroom acoustics should afford a level of clarity that assures all participants and spectators will hear what is being said with a minimum of outside distractions. At the same time, counsel tables and judicial officer/attorney sidebar areas require acoustical privacy. In addition, the increased utilization and sophistication of audio-visual presentations will require enhanced sound reinforcement and control.

Courtroom interiors should be designed to minimize acoustical problems. Sound-absorbing surfaces such as carpeting should be used to reduce extraneous noise within the courtroom.

Sound locks, which reduce sound transmission from public corridors to the courtroom, should be considered in all courtroom design. By designing the sound lock so that one

set of doors will be closed before the other set is opened, noise transmission levels from public waiting or circulation spaces can be minimized. Consideration should be given to providing sound locks between in-custody holding areas and the courtroom. If a sound lock cannot be provided, additional sound-absorbing material in the corridors should be considered.

Adequate sound control should be used between courtrooms, interview rooms, in-custody holding rooms, victim/witness areas, jury deliberation rooms and other adjacent spaces. The areas surrounding the courtroom should have wall, ceiling, and floor treatments that maintain a Sound Transmission Class (STC) rating of 50 to 55, see Appendix A.

Courtrooms should be located away from heating, ventilating and air conditioning equipment, elevators and other sources of noise. When such conditions exist adjacent to courtrooms, special attention should be given to acoustical construction to minimize sound transmission to the courtroom.

A mechanism for indicating that court is in session should be considered. This may be simply windows in the doors.

4. COURTROOM LIGHTING

Courtroom occupants should be able to see proceedings clearly. Adequate lighting should be provided, with greater intensity in the litigation area. Changes in lighting may be needed for displaying evidence, showing films or using overhead projectors. Lighting controls may be in the form of a touch pad and should be located at the courtroom clerk's workstation and the bailiff's station. Courtroom lighting controls should allow for a number of different lighting situations. Care should be taken to reduce any disruptive sounds produced from lighting.

5. HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

Each courtroom should have separate thermostatic controls for uniform heating, ventilating and air conditioning and be designed consistent with sound health and comfort standards. Controls should be in reach of court personnel, but not accessible to the general public.

Courtrooms should be designed to ensure that air discharge is not directed onto people. In addition, all air-handling systems should be selected for high volume and low noise levels.

6. AUDIO, VIDEO AND ELECTRONIC TECHNOLOGY

A sound-amplification system should be provided or planned for in every courtroom. If a system is not installed initially, conduit should be run to preplanned areas.

The audio system serving the courtroom should consist of the following components:

- An amplifier located at the judicial officer's bench or the courtroom clerk's station.
- System control panels located at the bench and the clerk's workstation.
- Microphone outlets located at the judicial officer's bench, witness stand, counsel tables and courtroom clerk's station.
- Loudspeakers sized and located to provide an even level of sound throughout the courtroom.

Assisted-listening devices must be provided on request for a party, witness, attorney, judicial employee, judge, juror or other participant who is hearing-impaired, as required by Civil Code section 54.8. The assisted-listening system may be integrated with the courtroom's sound system to allow headphone amplification of proceedings for hearing-impaired participants.

The courtroom telephone system may be tied into the sound-reinforcement and electronic recording systems to accommodate telephonic proceedings. The telephone system should accommodate conference calls and use of a speakerphone.

Telecommunications and intercom telephone features should be available by a telephone switch and distribution system dedicated to the court facility. Combination telephone and intercom telephone instruments should be located at the judicial officer's bench, courtroom clerk's station, bailiff's station and counsel tables (data outlet only).

Provisions may be made for security video cameras within the courtroom and for future video taping of court proceedings.

Section III: Judicial Offices and Support Space

Section III: JUDICIAL OFFICES AND SUPPORT SPACE

Ancillary spaces are contained within the offices and support areas for judicial officers and staff. These include the chambers, conference room/law library, robing rooms, bailiff workstation(s), support staff workstations, research attorney workstations, reception/waiting areas, file areas and copy/workroom/supply rooms. Depending on the size of the court jurisdiction, the tradition of the court and the facility's configuration, judicial offices and support space elements will range from one chambers in a small facility to multiple chambers and numerous staff offices and workstations in a larger facility.

The guidelines presented in this section are intended to identify the potential range of functions and to qualify spatial and environmental conditions.

In planning court facilities, consideration should be given to clustering the chambers, the support staff workstations, reception area, research attorney offices and conference rooms. (Clustering means grouping together a number of chambers with their support services.) Clustering can enhance interaction among judicial officers and staff and provide more efficient use of support staff and space. Because the chambers and support spaces do not require floor-to-floor heights as great as for courtrooms, chambers clustering may reduce initial construction costs if located in areas of the building away from courtrooms.

Although clustering of chambers may have operational and cost benefits, it may also have shortcomings, including the possible need for a small robing room and conference area adjacent to each courtroom. Clustering may also result in some inefficiency as judicial officers move from the chambers area to courtroom areas.

Depending on the number of judicial officers in a facility, consideration should be given to one or more additional chambers to be used as needed for judicial officers who are not regularly assigned to the court.

1. AREA DESCRIPTIONS AND SIZES

The following discussion provides functional descriptions, and space and environmental guidelines, for those areas that may be included within the judicial officer's space component. In some cases, all of these functions may be in a single space. In others, they may be clustered on separate floors. In some jurisdictions, some functional categories may not be provided at all.

The following functional spaces are commonly located in a court facility of any size:

- (a) Chambers,
- (b) Support staff workstations/reception/waiting areas,
- (c) Copy/workroom/supply area,
- (d) Court reporter's work area,
- (e) Bailiff workstations,
- (f) Conference room/law library,
- (g) Research attorney offices/workstations, and
- (h) Robing/conference room (for clustered chambers only).

(a) Chambers

When the judicial officer is not on the bench, much of his or her time is spent inside chambers. Separate chambers should be provided for each judicial officer to conduct legal research, case study and review, and meetings with attorneys and other judicial personnel. Since each judicial officer requires a quiet work environment to perform these tasks, distraction-free surroundings are essential.

The chambers should be designed with a minimum of 350 net square feet, not including a restroom. Consideration should be given to providing adequate sound control between the chambers and the staff and reception areas to reduce potential sound transmission during sensitive conference sessions.

Heating, ventilating and air conditioning should provide a comfortable environment with temperature controls located within chambers. Natural lighting should be provided when possible. A security review of the location of chambers may suggest the use of bullet-resistant glass. A silent duress alarm should be installed in each judicial officer's chambers.

A private restroom should be provided in each judicial officer's chambers. If chambers are clustered, a common restroom may be shared among judges to lower costs and conserve space.

(b) Support Staff Workstations/Reception/Waiting Areas

Typically, a judicial officer's chambers will be entered through an anteroom that contains space for one or more support staff. These individuals perform clerical functions, receive and screen visitors, and maintain legal files for the judicial officer. In some cases this area will function as an unstaffed waiting area. The area size will vary based on its functional requirements. The following are guidelines for a number of different situations.

<u>FUNCTIONAL DESCRIPTION</u>	<u>SQ. FT. RANGE</u>
○ Reception/Waiting only	50 - 80
○ One Support Staff/Reception/Waiting	120 - 140
○ Two Support Staff/Reception/Waiting	140 – 200

(c) Copy/Workroom/Supply Area

A copy/workroom/supply area containing photocopy and facsimile machines should be accessible to judicial support staff, research attorneys, attorneys and bailiffs. A copy/workroom/supply area in the ratio of one room per five to eight judicial officers should be provided on the same floor. A minimum of 100 net square feet is appropriate. Such areas should be acoustically private and isolated from office workstations.

(d) Court Reporter's Work Area

The court reporter(s) should have a separate work area of approximately 100 net square feet in which to transcribe court proceedings and review transcripts. If individual offices are not possible, a common shared area that groups all court reporters together may be an alternative. In a shared office environment, the amount of space per court reporter should be approximately 80 square feet plus shared storage space of 15 to 20 square feet each.

An area for general office supplies should be reserved inside the court reporter's work area. A lockable storage area should be provided for stenographer tapes and transcripts. Cabinets and shelves should be provided for court reporter equipment.

(e) Bailiff Workstations

A place for the bailiffs to work when court is not in session may be provided in the judicial office space, either as a centralized area for a group of bailiffs or as individual workstations of 60 square feet. Bailiffs may monitor duress alarms or surveillance cameras from individual or grouped workstations.

(f) Conference Room/Law Library

A conference room/law library occupying 250 to 300 net square feet in the ratio of one room per five to eight judicial officers may be considered as a component of the judicial office area. Such an area should have bookshelves to house reference materials.

(g) Executive Conference Room

A conference room sized to seat a minimum of 12 persons should be provided for the use of judicial officers and executive staff.

(h) Research Attorney Offices/Workstations

Space may be provided for research attorneys who review case files and perform legal research for one or more judicial officers. Each research attorney's office or workstation should be approximately 80 to 150 net square feet.

(i) Robing/Conference Room (*For Clustered Chambers Only*)

Robing/conference rooms of 100 net square feet may be required to allow judicial officers to confer with attorneys and conduct business without returning to chambers and to accommodate the judicial officers' garments. One robing/conference room per courtroom may be provided. Robing/conference rooms should be accessible from the

courtroom entry to the private corridor.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

Except where clustered, judicial offices should be near the courtroom and should be accessible from only a private corridor. The areas located immediately off the private circulation corridor may include support staff workstations and reception/waiting areas. The chambers should be situated farthest away from the private circulation corridor.

3. SECURITY

Judicial officers should be accessible via a restricted corridor. Incoming court personnel and visitors should gain access by means of a key card or other secure method. Consideration should be given to providing two means of egress to permit emergency escape.

4. DESIGN CHARACTERISTICS

Architectural details, finishes, furniture styles and quality of wall coverings, paint, carpeting and vinyl flooring should be consistent with that of the courtrooms and of the courthouse overall.

Section IV: Jury Assembly and Deliberation

Section IV: JURY ASSEMBLY AND DELIBERATION

Jury duty is a public service obligation. For many, jury duty is the citizen's only contact with the judicial system. It is therefore critically important that the jury assembly and jury deliberation rooms be planned and designed to be comfortable, efficient places.

1. AREA DESCRIPTION AND SIZE

JURY ASSEMBLY AREA

The jury assembly area may consist of the following components:

- (a) Jury assembly room/information presentation area,
- (b) Forms counter and coffee/snack area,
- (c) Jury reception/check-in/registration area, and
- (d) Jury commissioner office/jury staff area.

(a) Jury Assembly Room/Information Presentation Area

Sufficient seating should be provided for all prospective jurors. Eight to 12 square feet per person will accommodate theater-type seating and 15 to 20 square feet will accommodate lounge-type seating. Ceiling heights should be 10 to 14 feet to provide the correct spatial proportions for a large public assembly room. A pre-screening room may also be provided.

The movement of jurors should be planned to minimize juror contact with attorneys and litigants. Courthouse signage should provide prominent and clear directions to the jury assembly area. Areas for activities such as reading, studying, working and watching television should be provided. These may be designed as separate rooms or alcoves adjacent to the jury assembly area. Working areas should include data connections and electrical power for personal computers.

Sufficient public telephones and restroom facilities should be provided adjacent to the jury assembly area. Additional women's restroom facilities beyond code requirements should be considered. Space for hanging and storage of coats should also be provided.

Provision should be made for use of audio-video equipment, computer data lines and telecommunications systems to accommodate such programs as video orientation, automated jury management systems and juror call-in programs.

(b) Forms Counter and Coffee/Snack Area

Counters for filling out forms should be provided. This area should be sized to accommodate ten percent of the daily jury call at 5 square feet per juror.

A coffee/snack area should also be provided. An area of 115 net square feet provides space for three to four vending machines, a counter with microwave, a table, chairs and space for water and coffee. The size of this room should be proportionate to the number of people it serves.

(c) Jury Reception/Check-In/Registration Area

The reception/check-in/registration area should be immediately visible at the entry of the jury area. This area may vary in size depending on the number of courtrooms and the peak volume of jurors anticipated. In a courthouse of 10 to 20 courtrooms, 300 net square feet will accommodate the jury staff while allowing enough space for some queuing of jurors. Clerical support workstations ranging from 50 to 80 square feet in size should be provided. A silent duress alarm should be installed at the main check-in desk or workstation. A microphone and public address system should also be provided.

(d) Jury Commissioner Office/Jury Staff Area

A private office of approximately 120 net square feet may be provided for the Jury Commissioner. In larger courthouses, space for additional support staff not located in the jury reception area may be required. The size of the support space area should be proportionate to the size of the court facility. The office should be readily accessible to the reception counter. Sufficient space should be provided for storage of jury records and files.

JURY DELIBERATION ROOM

Jurors should have a private deliberation room that is free from distractions and outside interference. Experience suggests that the ratio of jury rooms to courtrooms should be one to two in trial court facilities. A different ratio may be appropriate in some jurisdictions.

The jury deliberation room should comfortably accommodate 14 jurors and allow use of charts, exhibits and video monitors. A room of 350 net square feet, exclusive of the restroom and refreshment areas, is recommended. A jury room of this size will also permit use of the room for meetings, interviews and witness waiting.

The jury deliberation room should be acoustically designed so that conversations cannot be heard outside the room.

There must be two private restrooms (one for each sex as required by the California Building Code and the California Plumbing Code), which must be accessible to the disabled. Restrooms may be located near the juror room entry to provide a sound lock for the jury room.

Appropriate space should be provided for water, coffee and other light refreshments in

the jury deliberation room. The jury deliberation room should include space for coat storage. Natural light should be provided, but windows should not allow jurors to view or be seen by the public.

A call system should be provided to summon a bailiff when a jury is deliberating.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

The jury assembly area should be located on a lower floor near the main court facility entrance or near elevators in a multifloor building. The entrance to the jury area should be immediately identifiable upon entering the courthouse and easily accessible from public corridors. It should be designed so that jury staff has control over entry into the jury assembly area.

Care should be taken to ensure that the location of the jury assembly room does not cause people to impede the security screening process or to block public circulation paths. Jury deliberation rooms should be situated near the courtroom on the restricted corridor.

Section V: Court Administration

Section V: COURT ADMINISTRATION

Most courts have an administrative structure that combines the traditional public and case management functions of the clerk of court with business services. Clerk of court functions include case filing and tracking, records administration, calendar management, fines and fees collection, jury services and public information. Business services may include staff personnel functions, budget preparation, information services, statistical reporting and purchasing. In some counties, some or all business services may be provided externally.

The number of court staff will vary from jurisdiction to jurisdiction and over time. The principal variables that influence court staffing include the number of judicial officers, the number and type of case filings, the number of court locations and the extent to which business services are provided internally or are contracted out.

1. AREA DESCRIPTION AND SIZE

The court administration area may consist of the following spaces:

- (a) Office of the Court Executive,
- (b) Fiscal/budget,
- (c) Human resources,
- (d) Information systems,
- (e) Purchasing,
- (f) Case management and assignment,
- (g) Revenue/collections,
- (h) General work area and miscellaneous support,
- (i) Public counter,
- (j) Records storage,
- (k) Exhibit/evidence storage, and
- (l) Other support areas.

(a) Office of the Court Executive

The organization of the administrative area and the size requirements of offices and workstations may vary greatly. Work areas should be designed to ensure efficient flow and processing of work. An office of 200 to 250 net square feet should be provided for the Court Executive Officer. In some courts, the court executive offices will include workspaces for assistant administrators, managers, supervisors and clerical support staff. These offices may range from 100 to 150 net square feet. Other clerical and support workstations may range from 50 to 80 square feet.

(b) Fiscal/Budget

Budget preparation and statistical reporting are some of the duties performed by the fiscal/budget office. Some courts may also provide payroll functions internally, requiring additional staff and workstations. Work spaces of 50 to 100 square feet and offices of

100 to 150 net square feet are typically provided for fiscal/budget staff. Additional space may be needed for file areas and reception/waiting space. Special security needs in payroll processing areas should be considered.

(c) Human Resources

A human resources office may be appropriate for medium-size and larger court jurisdictions. Such an area should include a personnel office of 120 to 150 net square feet, workstations for personnel staff and records storage. Some jurisdictions may include space for training, testing and interview areas.

(d) Information Systems

Information systems may include systems development, programming, information management, technical support and planning, and research operations. These functions are primarily nonpublic and require basic office and workstation environments. Larger jurisdictions may have technical libraries, computer server and equipment rooms and, in some cases, large mainframe computer operations.

(e) Purchasing

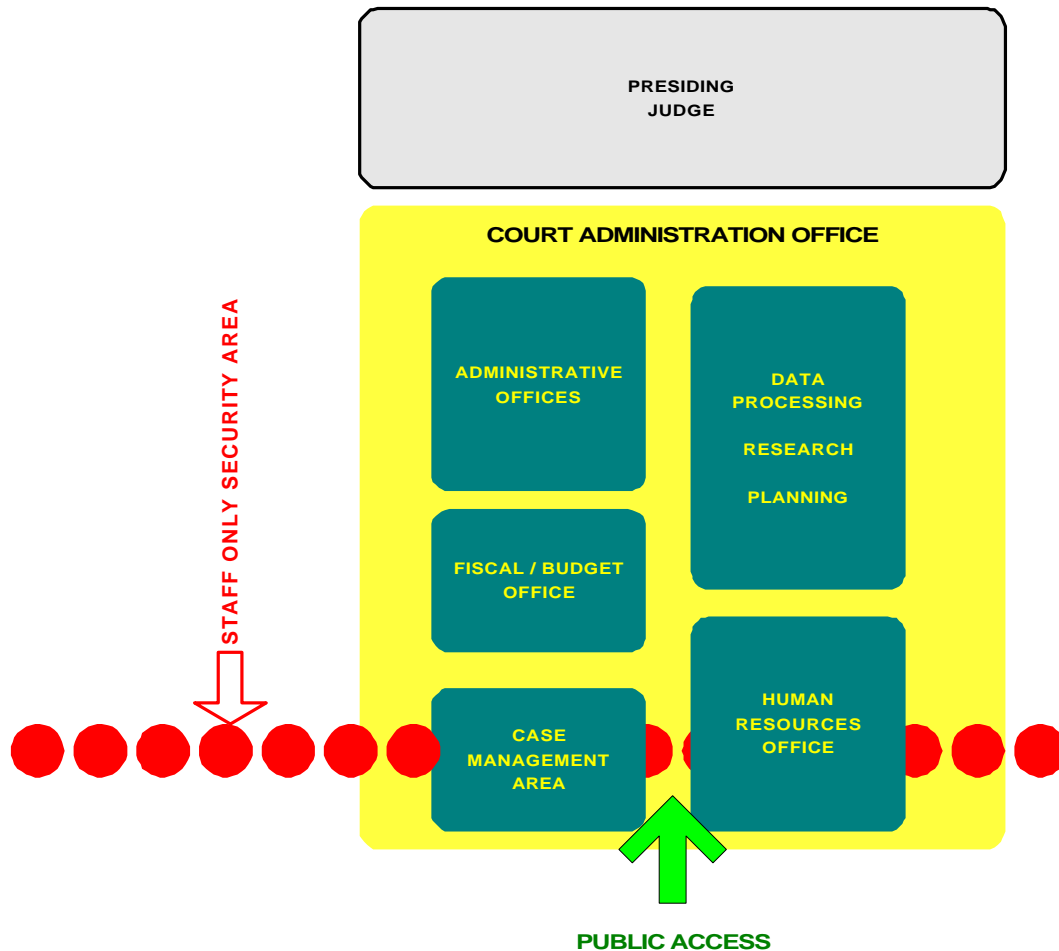
Office space needs for purchasing staff may include workstations of 50 to 120 square feet for buyers or other support staff, and an office of 120 to 150 square feet for management. A small conference space for meetings or negotiations with vendors may be considered.

(f) Case Management and Assignment

Workstations in the case management division will vary but should be in the range of 50 to 100 square feet per staff member. This area may include a counter area for attorneys, court clerks and the public. An additional area of 40 square feet per counter position or station, and 40 to 60 square feet per staff member for files and office equipment, may be required.

(g) Revenue/Collections

The revenue and collections office area may include workstations of 50 to 100 square feet per person. A small public reception area and counter space may be provided for information and payment transactions. An additional area of 40 square feet per counter position or station, and 40 to 60 square feet per staff member for files and office equipment, may be appropriate. Consideration should be given to providing space for multiple file cabinets for records and files. A small conference space should be available within or adjacent to the revenue and collections functions. Consideration should be given to providing acoustical separation of any public space and staff areas where confidential telephone and personal conversations may take place.



h) General Work Area and Miscellaneous Support

Court administration and case management functions may differ substantially from jurisdiction to jurisdiction. Current functions or future functions that have not been specifically identified in these guidelines may require accommodation in the courthouse and should be considered in the planning process. Examples of miscellaneous offices and support spaces include research and planning, facilities administration and media/community relations.

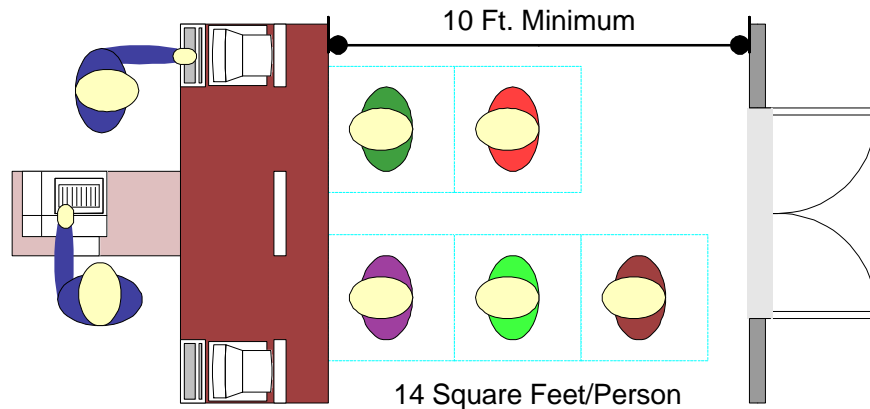
A work area for sorting and assembling items such as mail should be included in the general clerk's work area. The copier(s) should be located convenient to the clerk work areas. Other office equipment, filing, meeting, storage, reception/waiting, counters and special work areas may require additional space. Space for training should be provided in each courthouse.

(i) Public Counter

Public service counters should allow court clerk staff and customers sufficient work area to transact typical case filing activities. Counters should separate general office areas from public areas and be designed to provide security for office personnel.

Public service counters may accommodate a very high volume of activity between customers, who are restricted to public circulation areas, and court clerk personnel, whose activities are conducted in both public and private/staff areas. Provision should be made for efficient and secure acceptance, exchange, review and reproduction of high volumes of public documents.

- Staff workstations may be designed at an elevation above the public floor that allows for seated, comfortable, eye-level interaction with customers standing at the counter. One counter to accommodate wheelchairs must be provided.
- Each counter station or position should be approximately 40 square feet in total area, including the counter, staff work space on the private side and standing area on the public side. These workstations should accommodate communication, data processing equipment and storage space.
- Cashier locations should be designed to facilitate communication and passage of documents between clerks and the public. A silent duress alarm may be provided at each cashier and clerk counter position. Cashier locations may be additionally secured using bullet-resistant materials and glass enclosures.
- The public area outside the counter should afford approximately 14 square feet per person anticipated within a queuing area. The design of the public queuing area should allow a minimum of 10 feet between the public entrance and the counter. Additional space near the queuing area should be provided for a public writing counter for forms preparation.
- An area should be provided adjacent to the public service counter for public viewing of records. This area must be secure and visible to the staff at all times to prevent tampering with or theft of records. Copiers, facsimile machines, microfilm readers and printers, inquiry terminals and electronic devices designed to make records available for public review and duplication of court documents should be provided. Coin-operated self-service duplication equipment may be provided in the public area.
- It is recommended that drop boxes be conveniently located and designed for public use. Drop boxes may be located outside the building at curbside, in a drive-through or within the courthouse public spaces. Location and design of all drop-box facilities should be thoroughly reviewed with regard to safety and security issues.



(j) Records Storage

Space for microfilming and/or scanning documents for storage should be provided. Sufficient space should also be provided to accommodate future records storage and retrieval technologies.

Some jurisdictions distinguish between active and inactive records for file storage purposes. Active records typically include open or regularly accessed files that are generally stored adjacent to the court clerk work areas. Active records are often maintained in indexed, open shelving units for easy access. Inactive records are often stored at a more remote location.

Determination of current and future facility needs for storage of active and inactive records should be considered in the file storage area, the records processing work areas, clerk workstations and public records viewing areas.

Active Records Storage. Sufficient space should be provided for active file storage. Active records should be easily accessible from the court clerk work areas. Functional requirements and policies of each courthouse will influence the location of the active file storage area. If hard-copy files are used, high-density storage methods are preferred. If optical disk processing is used, file storage space could be substantially reduced while increasing file input and viewing capabilities. Floors should be designed to accommodate file weight. Adequate work space should be included adjacent to the file storage equipment. Consideration should be given to providing nonliquid fire suppression protection of active file storage areas.

Inactive Records Storage. If inactive files are stored on-site, an adequate and accessible storage area should be provided. Spatial requirements will vary in accordance with the number of records and the length of file retention schedules. Space for warehouse-type shelving is recommended, with minimum aisle widths of 36

inches. Floors should be designed to accommodate file weight. Consideration should be given to providing nonliquid fire suppression protection of inactive file storage areas. The inactive record storage area should not fluctuate in temperature or humidity. Provision should be made for protecting the file storage medium (paper, microfilm, or optical disk) against deterioration or damage from flooding or moisture.

(k) Exhibit/Evidence Storage

Secure areas should be provided for storage of exhibits. The size of this area may vary, depending on the size of the court jurisdiction and may include a clerical work area.

Separate, secure storage areas for evidence should be provided. Use of electronic lock systems that record access to the evidence storage areas should be considered. High-value (such as jewelry or cash) or potentially dangerous (such as firearms or narcotics) evidence items should be stored within a safe or vault space separate from general evidence storage.

(l) Training and Conference Rooms

A training room for court staff should be provided. This may be centrally located and should be flexibly designed with multipurpose furniture and a projection screen to accommodate training, conferences and other meetings. The room should also include tele/data connections for computer classes, shades or blinds for sun control and dimmers for the ceiling light fixtures. A video connection to the courtroom may be considered.

(m) Other Support Areas

Other support areas may include copy facilities, supply rooms, restrooms and break areas.

Copy area(s) should be provided to accommodate high-volume copying. They should be ventilated to dissipate copier heat and fumes and should be located to minimize noise disruption of other work areas. Depending on the size of the court facility and workload, convenience copiers may be located throughout the building.

A secure area with adequate shelving and work areas should be provided for storing office supplies.

Space should be allocated for employee restrooms. Consideration should be given to providing additional restroom facilities for female employees. A staff break room with kitchen facilities and seating may be considered. A room of 150 net square feet will accommodate up to 20 employees.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

Since the Court Executive Officer provides internal management functions primarily to the court and the judicial officers, it is recommended that his or her office be located in a nonpublic area near the presiding judge if practicable. Although it is recommended

that the majority of court administrative functions be collocated, convenient public access should be provided to areas of high public contact. In a multistory building, they should be on lower floors near the main entry and public elevators. In addition, staff areas should have easy access to the private circulation system.

3. SECURITY

The court administrative offices should be connected to both private and public corridors, allowing judicial officers, court personnel, attorneys and the general public controlled access.

Adequate security should be provided to ensure the safety of the public, staff, records and exhibits. Security duress alarm notification systems should be integrated into the courthouse security system.

Special security precautions should be considered in the design of the public service lobby. Bullet-resistant glass and materials may be incorporated into the design. Closed circuit TV cameras allowing monitoring by security personnel should be considered.

The evidence storage room/vault should be lockable and be located in an area that allows supervision at all times. Court clerk staff should have access by means of a key card or other secure method. Strong consideration should be given to providing intrusion alarms.

4. DESIGN CHARACTERISTICS

The appearance of the court administration and case management area should be consistent with that of the courthouse overall. The court clerk's office is generally an open-office environment with modular systems furniture. This area should have architectural details, finishes, furniture, wall coverings, paint and carpet appropriate to a general administrative office for any government agency or private sector company.

Section VI: Court Support

Section VI: COURT SUPPORT

1. AREA DESCRIPTION AND SIZE

Some areas and facilities that support court functions may be shared by multiple users. Those areas and facilities include

- (a) Children's waiting area;
- (b) Customer service and pro per assistance centers;
- (c) Small claims advisory services;
- (d) Volunteer offices;
- (e) Probate, conservatorships, guardianships and court investigators;
- (f) Victim/witness and attorney interview rooms;
- (g) Attorney work/waiting area;
- (h) On-site drug testing room;
- (i) Law enforcement waiting room; and
- (j) Mail room.

(a) Children's Waiting Area

A new or renovated court facility must include a children's waiting area for children involved in the judicial system, as provided in Penal Code section 868.6. In accordance with section 1.3, California Standards of Judicial Administration, each court should provide a children's waiting area for the use of minors under 16 present on court premises. This area is not intended to be used by children of court staff.

The size of the children's waiting area will vary according to the size of the courthouse and the types of cases handled at that location. A minimum of 250 to 300 net square feet is recommended. Adequate storage for toys, games and books should be incorporated into this space. One-way glass or a video camera may be installed to allow monitoring of the children's area from the staff area. Restrooms with diaper-changing stations and a small kitchen for light refreshments are recommended.

Workstations of 50 to 80 square feet may be provided for staff and volunteers. Space for standard open-office furnishings and equipment should be included. Access should be via a public corridor; however, a location away from the main entrance of the courthouse is recommended for security. A single entrance point should direct people to an information counter. A silent duress alarm should be provided at the information counter area.

The children's waiting area should be constructed to minimize sound transmission to other areas. Building materials, carpeting and finishes should be carefully chosen for durability and child safety. Screened or filtered natural light is recommended.

(b) Customer Service and Pro Per Assistance Centers

Court facilities may include a customer service center and/or an assistance center for pro per litigants. A customer service center provides general information to assist people visiting or using the court. A pro per assistance center provides practical information about court procedures to individuals representing themselves in litigation. Depending on the size of the court facility, the two functions may be combined.

Work space may be provided for a customer service and pro per assistance staff. Appropriate office space ranges from 100 to 150 net square feet with staff workstations of 50 to 80 square feet. Additional space may be required for file storage, work counters and equipment. The office areas should be convenient to the public, with access to public and private circulation systems. Public counters and reception areas may be integrated into these work areas.

(c) Small Claims Advisory Services

Individual assistance for small claims case litigants and potential litigants must be available in accordance with Code of Civil Procedure sections 116.260 and 116.940. If a court elects in-person rather than telephonic assistance, provision should be made for a public counter and office(s) or work space(s) for the small claims advisor and staff.

(d) Volunteer Offices/Workstation

Workstations of 50 to 80 square feet may be required for volunteers. In larger counties with comprehensive or centralized volunteer programs, a coordinator's office of 100 to 120 net square feet may be provided.

(e) Probate, Conservatorships, Guardianships and Court Investigators

Several other functions may require space within the courthouse. Workstations and offices of 80 to 150 net square feet for such functions as probate, conservatorships, guardianships and court investigators may be required.

(f) Victim/Witness and Attorney Interview Rooms

Interview rooms may be provided for attorneys and clients and for conferences with victims and witnesses. Interview rooms should be accessible from the courtroom vestibule or directly adjacent to the courtroom. If neither of these options is possible, the rooms should be near the courtroom and accessible via the public corridor. Since the conversations held in these rooms are confidential, measures should be taken to minimize sound transmission. One interview room to every two courtrooms is recommended. Interview rooms should be approximately 100 net square feet to accommodate a small conference table and four chairs.

(g) Attorney Work/Waiting Area

A work/waiting area may be provided for attorneys' use while at the courthouse. This area allows attorneys to prepare and read court papers, make telephone calls and conduct other court-related activities. A waiting area of 150 to 300 net square feet may be provided. Cabling should be considered to provide laptop connections for data communications.

(h) On-Site Drug Testing Room

In the construction of new drug courts, the addition of a room used for drug testing may be considered adjacent to the courtroom.

(i) Law Enforcement Waiting

A waiting room, located near the courtrooms, should be provided in criminal, traffic and juvenile courts for law enforcement officers to gather and work before court appearances and during court recesses. The waiting room should be accessible from a public corridor. A key card or other secure means should control entry. Carpeting is recommended for acoustical benefits. The room should include connections for telephone and data access.

(j) Mail Room

A central mail room is recommended and should be adjacent to the loading dock. This will expedite delivery of mail and facilitate security screening.

(k) Media Spaces

Spaces with appropriate power and data/telecommunications support systems including audio/video or other feeds available for the news media should be considered in large courthouses with high-profile cases.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

Children's waiting area, customer services and pro per assistance center and volunteer offices should be located off a public corridor. Victim/witness and attorney interview rooms as well as attorney and law enforcement waiting areas should be located off public corridors near courtrooms. Access to the law enforcement waiting area should be secure. The mail room should be near the loading dock and accessible from a restricted corridor.

Section VII: Family Court Services and Alternative Dispute Resolution

Section VII: FAMILY COURT SERVICES AND ALTERNATIVE DISPUTE RESOLUTION

Alternative dispute resolution (ADR) services are an increasingly important part of the judicial process. In the civil case context, ADR includes the traditional civil case settlement process involving a judicial officer, attorneys and the litigants; mediation, involving a facilitator and the parties, sometimes without attorneys; and arbitration, involving an arbitrator, attorneys and the litigants.

In family court, ADR commonly takes the form of court-mandated mediation provided by Family Court Services (FCS) involving a facilitator, family members (including children) and occasionally others, such as social workers. Family Court Services mediation generally occurs in court facilities.

Civil case mediation and arbitration services are now most commonly provided privately and occur outside the court facility. Civil case settlement conferences often take place in a courtroom or conference area. As the concept of the “multidoor courthouse” (in which all judicial services are combined at one location) develops, court-sponsored mediation and arbitration services may increasingly be provided in the court facility.

The following guidelines detail space for FCS mediation services, and suggest space for court-based ADR services.

1. FAMILY COURT SERVICES

The Family Court Services (FCS) area may consist of the following spaces:

- (a) Mediator/evaluator office,
- (b) Reception/waiting areas,
- (c) Orientation room,
- (d) Mediation room,
- (e) Conference/training room,
- (f) Children’s waiting area,
- (g) Security station, and
- (h) Equipment storage.

(a) Mediator’s Office

A private office of 150 to 180 net square feet should be provided for each FCS mediator. The office should accommodate up to six individuals. Because of the confidential and sometimes vocal exchanges associated with these discussions, acoustical treatment of office walls is recommended. An inconspicuous duress alarm should be provided because of the potential for physical confrontation.

(b) Reception/Waiting Areas

Reception and waiting areas should be provided for FCS mediation services and should be 100 to 150 net square feet and seat four to six individuals. In larger jurisdictions, one or two reception and waiting areas will meet the needs of a number of mediation offices. If possible, separate waiting areas should be provided for different parties in mediation.

In large jurisdictions, a reception counter and sign-in area may be required. This area would require 40 to 60 square feet per counter position.

(c) Orientation Room

A room may be provided to conduct orientation sessions prior to participation in mediation or other ADR services. Video orientation may be conducted in a room of 150 to 200 net square feet to accommodate four to six people and a television monitor, although larger areas may be provided to seat up to 30 persons at one session.

(d) Mediation Room

The size of a mediation room may vary from 250 to 350 net square feet. A combination of larger and smaller mediation rooms may be appropriate in some jurisdictions to accommodate larger family groups and to allow involvement of additional staff such as social workers. Mediation room acoustic and security features should be similar to the mediator's office. The mediation room may be equipped with video cameras to allow remote observation of proceedings.

(e) Conference/Training Room

In jurisdictions with more than eight FCS mediators, a conference/training room should be provided. This room should be a minimum of 200 net square feet and increase in size in proportion to the number of mediators. The room should accommodate reference books and related materials needed by mediators to conduct their business. It should also have appropriate connections to the court facility's video and computer networks. (A single room may be utilized as a mediation room, an orientation room and a conference/training room.)

(f) Children's Waiting Area

If no other children's waiting area is available or convenient, a separate children's waiting area should be provided near FCS facilities for children of individuals involved in mediation. The area should be a minimum of 120 net square feet for two to three children, increasing in area by 15 square feet per child. Space to accommodate tables, chairs, sofas and floor games should be provided. The waiting area should be located near the security station.

(g) Security Station

Security provisions for the FCS area will vary based on the size and location of the function. If remote from the court security staff, the FCS area may require its own security post. If security staff is stationed at FCS, the post should be 50 to 80 square feet for workstation and security equipment. If the FCS area is not within the secure perimeter, a separate security screening station may be required.

(h) Equipment Storage

An area of approximately 100 net square feet should be provided near the mediation room(s) for storage of equipment and furnishings, such as video monitors, used in mediation.

2. ALTERNATIVE DISPUTE RESOLUTION

Consideration may be given to providing space for civil case settlement conferences and mediation and arbitration services within the court facility. Requirements for these functions may vary considerably depending on anticipated volume of usage. In larger jurisdictions with formal ADR programs, consideration should be given to multiple rooms of various sizes and capacities. If provided, space for these functions may include:

(a) Settlement Conference Rooms

One or more conference rooms may be provided for civil case settlement conferences. Rooms should be sized to accommodate a minimum of six participants.

(b) Mediation/Arbitration Coordinator's Office

An office of 120 to 150 net square feet may be provided for the individual responsible for scheduling and coordinating attorneys and clients.

(c) Mediation/Arbitration Rooms

Each mediation/arbitration room should accommodate a mediator, parties and attorneys. The size of this room may vary from 200 to 350 net square feet. A caucus room may be provided with an area of approximately 100 net square feet.

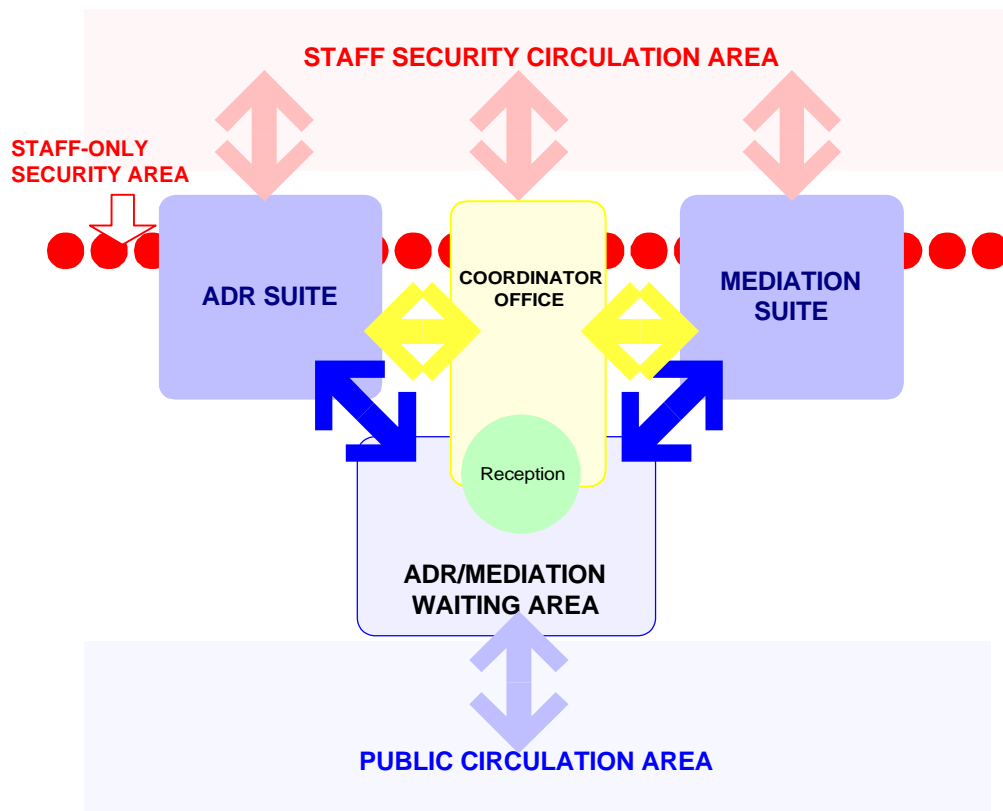
(d) Reception/Waiting

An area where attorneys and litigants can be seated while waiting for a mediation room may be provided. The room should be a minimum of 150 net square feet and seat six to eight individuals. This area can serve one to four mediation rooms and may be increased in size according to the number of additional mediation rooms required.

3. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

The Family Court Services (FCS) mediation area can generate considerable traffic flow. It is recommended that it be located on a lower floor close to the main lobby, or near elevators if located on an upper floor. Other civil mediation and arbitration services do not generate the same traffic load as FCS and may be located away from the main lobby.

Family Court Services and Alternative Dispute Resolution services may be conducted after regular court hours. Access to these offices and restroom facilities during noncourt hours should be available without compromising the security of the remainder of the courthouse.



Section VIII: Court Security

Section VIII: COURT SECURITY

Court security operations should provide a safe and secure environment for all people and property within the courthouse in an efficient and nonintrusive way. Court security operations should include active (screening stations) and passive (use of materials, design considerations) measures.

The level of security operations will vary depending on the size and function of the court. An in-custody court facility in an urban environment may require comprehensive and extensive security measures. A two- to four-courtroom facility in a primarily rural county seat may require less security. In certain situations, conditions may preclude implementation of some security provisions. For example, entrance screening may be limited or impractical in a court that shares a building with general government operations or that is located in an architecturally or historically significant facility with multiple entrances.

Since the type and level of security operations are influenced by such factors as court size and function, the existing physical environment and community tradition, these guidelines are presented as a list of elements needed to support a comprehensive security operation. One or more of these elements may be required depending on the type of court facility being developed.

As a point of reference, the following paragraphs describe four categories of court facilities that might be found in the state, together with a matrix stating security features that would be optional, desirable or recommended in each. These categories are exemplary only. An actual court facility may closely fit a category, share features with two or more categories or be unique. In addition, a single characteristic such as court location or function may warrant a sharply higher or lower level of security than the descriptive category might indicate. Court facility planners should select a combination of security measures appropriate for local conditions with the overall goal of court security in mind.

This section addresses security requirements of the entire court building. Other sections address the particular needs of specific functional areas of the court facility (e.g., courtroom, chambers, court records.)

1. COURT FACILITY SECURITY LEVELS

The following categories describe court facilities that may require different levels of security.

Level I Facilities

- Three or fewer courtrooms
- Single-tenant building
- 25 or fewer employees
- Low volume of visitors daily
- High-security cases rare

Level II Facilities

- Four to eight courtrooms
- May be multiple-tenant building
- 26 to 75 employees
- Medium volume of visitors
- Minimal number of high-security cases

Level III Facilities

- Nine to 30 courtrooms
- Multiple-tenant building
- 76 to 450 employees
- High volume of visitors
- Medium number of high-security cases

Level IV Facilities

- Multiple courtrooms
- Multiple-tenant building
- 450+ employees
- Very high volume of visitors
- Frequent high-security cases

The following chart identifies appropriate security measures for each facility level.

Trial Court Facilities Guidelines

	FACILITY TYPE				Note
	I	II	III	IV	

BUILDING PERIMETER, SITE AND PARKING

(see next page)

Architectural barriers to protect entrances	R	R	R	R	1
Surveillance cameras at entrances and exits	D	D	R	R	3
Illuminated circulation around building and parking lot	R	R	R	R	
Low-height landscaping	D	D	R	R	
Designated parking for court personnel	O	O	O	O	
Secured parking for judges	D	D	D	R	2
Interior secured parking with direct access from building interior for judges	D	D	D	R	2
Illuminated parking lots	R	R	R	R	
Surveillance cameras in parking lots	O	O	O	R	3
Tamper-resistant utility connections to building	R	R	R	R	

BUILDING ENTRANCES

Perimeter screening	O	O	D	R	4,5
Surveillance cameras	O	O	R	R	3
Intrusion detection alarms	R	R	R	R	
High-security door locks	R	R	R	R	
Intercom system at entry door	R	R	R	R	
Visual monitoring of entrance	R	R	R	R	6
Controlled access to loading dock	O	O	R	R	
Screening equipment for incoming packages	D	D	D	R	

PUBLIC WAITING AREAS

Surveillance cameras	O	O	R	R	3
Limited ability to hide contraband	R	R	R	R	6
Controlled public access to secured rooms	R	R	R	R	

COURTROOM

Silent duress alarm for judge, bailiff and clerk	R	R	R	R	6
Secured evidence locker	O	O	O	R	8
Surveillance cameras	O	O	D	R	3
Two-door entry vestibule	O	O	R	R	
Automatic-door locking system	O	O	D	D	9
Emergency power and lighting	R	R	R	R	10
Ballistic protection at exterior windows	O	O	R	R	11
Custody chair with unobtrusive restraints	D	D	R	R	
Ballistic shielding for judge, court clerk, bailiff and jury box	R	R	R	R	12

JUDGE'S CHAMBERS

Silent duress alarm	D	D	R	R	7
Ballistic protection at exterior windows	D	D	D	R	11

Legend	
Recommended	R
Desirable	D
Optional	O

Notes to Security Planning Matrix

1. Facility entrances, exits and windows should be protected from vehicles by constructing building far enough above grade or providing permanent architectural barriers.
2. High-visibility signage should be posted in the judicial officers' parking areas, stating "No Stopping Allowed." Traffic circulation for public parking areas should be separated from circulation for judicial officers' parking areas.
3. High-visibility signage should be posted indicating that security cameras are in use.
4. Building entrance areas that provide access to courtrooms should have adequate space and power supply for screening equipment such as X-ray scanning and magnetometers.
5. Individuals exiting facility should be able to easily see the area immediately outside doors either by use of camera monitors, peephole in door or glazing.
6. Design should not create recesses or areas out of view of security personnel.
7. Silent duress alarms may include a feature that, when activated, allows the security staff to listen to the activities occurring near the location of the alarm.
8. Secured evidence locker should be a key-lock-operated, heavy-duty metal locker within the courtroom. The locker should be no smaller than 10 cubic feet, permanently attached to the floor or wall and suitable for securing evidence that is at risk of being stolen or tampered with.
9. Automatic door-locking device should be provided that allows the deputy to create a lock-in or lock-out situation within the courtroom by securing courtroom doors closed. The device should be controlled by a switch located in the deputy's station. The locking mechanism is typically magnetic and can be retrofitted into existing doors.
10. Emergency back-up power supply for lighting and all security features should be designed with the same standard that is used for in-custody facilities.
11. Bullet-resistant glass should be installed where glazing allows direct visibility into interior spaces from the building exterior.
12. Ballistic-resistant panels should meet the floor to provide protection against large-caliber handguns.

2. AREA DESCRIPTIONS AND SIZES

The following paragraphs address court security areas in the court facility whether under the jurisdiction of the county sheriff or marshal. Court security spaces may include the following:

- (a) Security Command Center:
 - (1) Security administration,
 - (2) Monitoring and communications room,
 - (3) Security staff office,
 - (4) Briefing room,
 - (5) Security staff support area, and
 - (6) Interview room.
- (b) Security Zones and Screening:
 - (1) Building entrances,
 - (2) High-security courtrooms, and
 - (3) Zonal security.

(a) Security Command Center

The command center serves as the coordination point for all responses to security threats at the courthouse facility. The command center should be located near security screening sites and posts, yet separate and secure from public access. The command center may be a target of individuals posing threats to courthouse security, and should be designed to inhibit unauthorized entry and discharge of weapons and destructive devices, and to protect security staff from assault.

(1) Security Administration

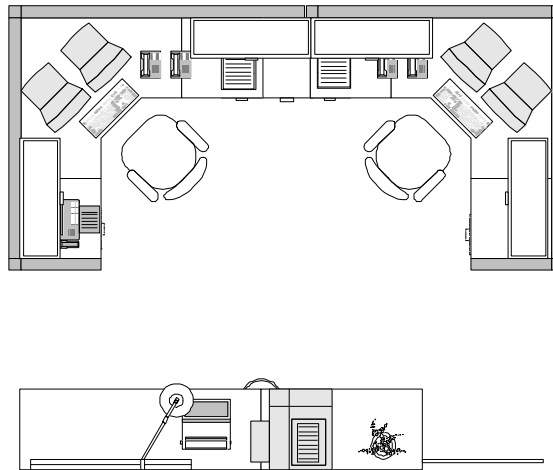
Administration of security operations includes management oversight of security staff and related policy, personnel, budget, purchasing and support activities. Offices may be provided for security administration personnel who are responsible for conducting background checks, and/or interviews with staff or the public, or who otherwise conduct business of a confidential nature.

An office of 120 to 150 net square feet may be provided for the chief security officer. Additional administrative staff may be provided offices or workstations of 50 to 120 square feet in an open-office environment with appropriate secure storage for confidential records and files.

(2) Monitoring and Communications Room

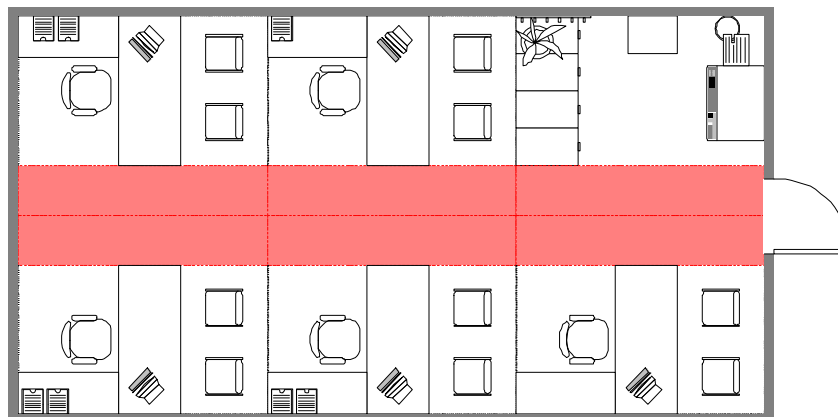
The command center may include a monitoring and communications center of open design. The size of this room is determined by the required number of equipment consoles; however, each console should not exceed 70 square feet to ensure that the operator can easily monitor and reach all necessary equipment. Consideration should be given to providing multiple-function consoles and minimizing the number of individual

display screens. Space for ancillary equipment, including printers, facsimile, audio-video recorders and storage, should be provided.



(3) Security Staff Office

Office space should be provided for security operations staff to document reports, make telephone calls and conduct other business. Shared-use workstations of 50 to 80 square feet each should be provided in an open-office environment. Space for shared equipment, such as computers, printers, radio re-charging and equipment storage, should be provided. The security staff office area should be located within the command center near the monitoring and communications room, support area and security administration office.



(4) Briefing Room

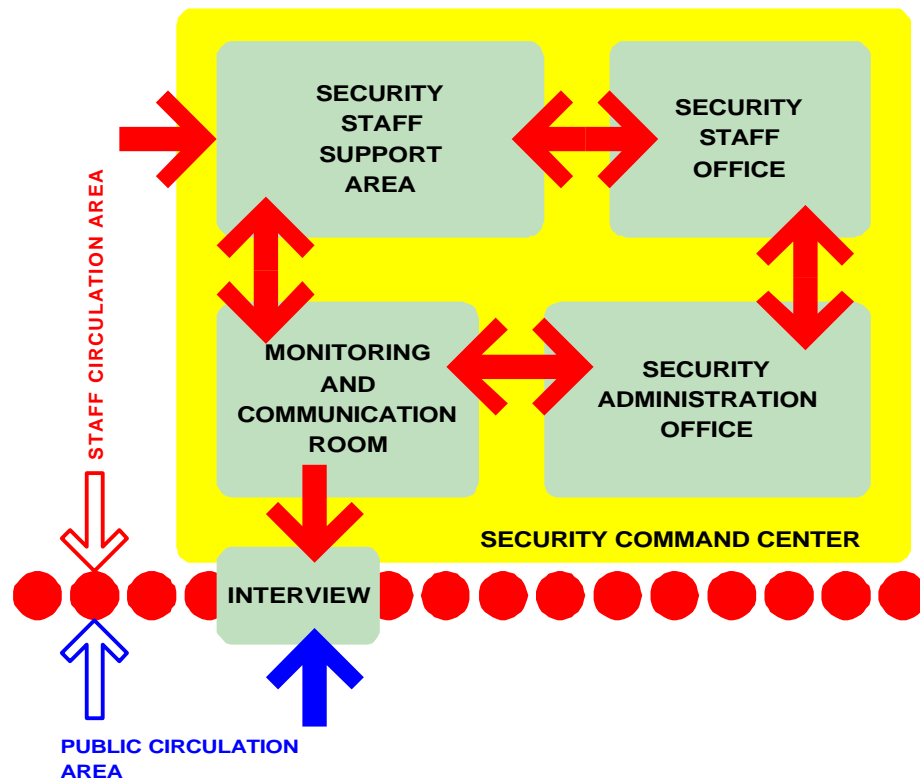
Unless sufficient space exists in the security staff office, a briefing room large enough to accommodate all security personnel on duty should be provided in the command center near the security staff office.

(5) Security Staff Support Area

Security staff support space should include areas for staff lockers and changing, break room and vending (also readily available to the command center staff), and at least one interview room that is inconspicuous but accessible from the public corridors. If a general break room and vending area is available near the security command center, separate break facilities for security staff are not required.

Full-height lockers for hanging uniforms and storing footwear are needed for all security operations staff, at a minimum of 7 square feet each. Additionally, dressing/changing space for 80 percent of all sworn security staff on the largest shift is recommended at a minimum of 10 square feet each. Shower facilities may be provided.

Separate changing, locker and (optional) shower facilities should be provided for males and females proportionate to the gender distribution of the security staff; however, at least 30 percent of the facilities should be reserved for female staff members.



(6) Interview Room

An interview room should be provided for security staff use. The room should be at least 100 net square feet to provide space for a minimum of four persons plus a small table. The interview room should be accessible from the public area and from the security staff offices. Access from the public area should be via an unmarked doorway from a public corridor. Access from the interview room into the security staff office should be via a locked or controlled-access solid-core or metal door operated by security staff.

The interview room may be used to divert persons who have failed the security perimeter screening or for security incident interviews with security staff. The interview room should be monitored by the command center staff and should be equipped with audio and video recording devices. Windows, if any, should be provided only between the interview room and the security staff office, and should be of impact-resistant material. Walls of the interview room should provide sufficient security as a temporary holding space for persons in custody.

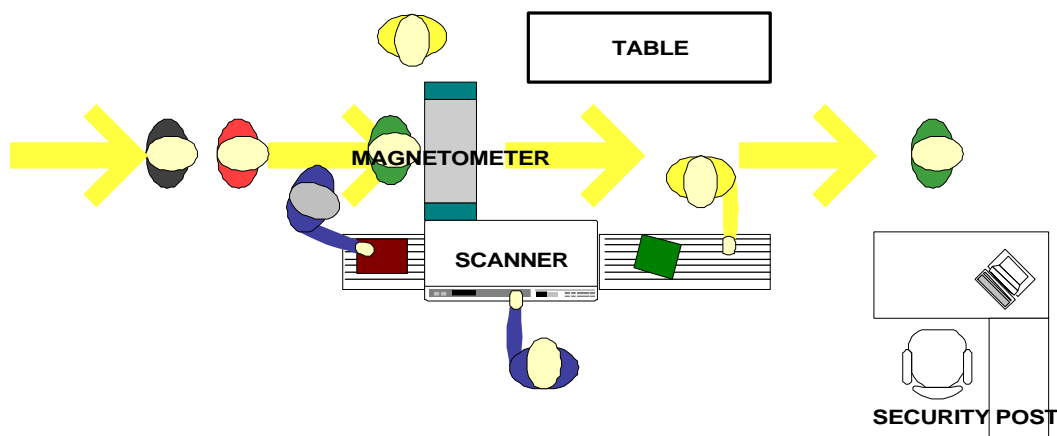
(b) Security Zones And Weapons Screening

The public security zone should be delimited by security screening stations at each public entrance. Controlled access from the public security zone should be provided to private and secure zones. Additional security may be provided in the public zone on each floor, and is recommended at each high-security courtroom.

(1) Building Entrances

Security weapons-screening of the public should occur at each public entrance to the courthouse, between the exterior entrance and access to any interior rooms, corridors, elevators or stairwells. Screening stations should include space for

- An interior area for queuing of persons entering the building between the security screening station and the building entrance.
- A magnetometer (metal detector) device through which visitors pass for detection of metal objects.
- An X-ray scanner or equivalent device for screening contents of visitors' briefcases, handbags and other personal possessions.
- A table or counter for secondary inspection of scanned items.
- A magnetic-wand inspection area.
- Security staff posts to assist individuals through the magnetometer screening and X-ray scanning.
- In multiportal screening areas, a third security post may be needed to oversee the screening process and to back up security staff.



The design of the screening areas should be consistent with that of the court facility. As a high-traffic area, they should be constructed of durable materials. If possible, screening stations should be integrated into the court facility rather than free-standing.

One security screening station (or portal) should be provided for each ten courtrooms. The security screening stations may be located at multiple public entrances throughout the facility; however, building security is increased and operational cost is decreased by providing a minimum number of public entrances. A single public entrance is strongly preferred.

Adequate space for queuing of visitors awaiting screening is essential. The interior queuing area should provide adequate space for the projected peak volume of individuals entering the courthouse. Each screening station should be designed to accommodate a queue of at least eight persons.

Each screening station portal should be a minimum of 205 square feet to accommodate

- A queue of eight persons (100 square feet at 12.5 square feet per person),
- A magnetometer and security position (30 square feet), and
- A scanning device (75 square feet).

Each security screening area should be designed to allow visual observation by security staff of all of public exits to ensure that individuals entering the building do not circumvent the screening process.

Public exits not located at staffed security screening stations may be electronically monitored and alarmed. Use of video cameras should be considered to continuously record activities at the public exits and to provide secondary monitoring by the command center security staff. Directionally sensitive motion-detection systems may be used to provide an alarm notification of the entry of individuals through the exits.

Each courthouse entrance should be clearly marked with signs indicating that all persons and articles entering the facility are subject to search, that no weapons of any kind are allowed within the facility or on the grounds of the facility and that violators are subject to fine and/or arrest.

(2) High-Security Courtrooms

Within some medium and large criminal court facilities, special-purpose courtrooms may be provided to handle high-security cases. Consideration should be given to providing supplementary security screening stations at these locations. These security screening stations should be integrated into the courtroom vestibule design. All high-security courtroom security screening stations should be located in direct view of a floor security post and should be electronically monitored by video camera. Area requirements for high-security courtroom screening stations are identical to building-entrance security screening station standards. The area outside these courtrooms should be sized to accommodate a larger number of spectators and the news media.

(3) Zonal Security

The courthouse perimeter should be fully contained within the security screening system in a way that prevents any entrance into the courthouse without first passing through the security screening process. The interior space surrounded by this security perimeter constitutes a “court security zone.” Within the court security zone, may be zones of higher security and areas designated for specific access only. In-custody court facilities will usually be designed with three zone circulation systems, as provided in section I.

3. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

The fire control room should be located near an entry subject to Fire Department review. When possible, it should be located close to the security command center, specifically the monitoring and communications room and away from public and staff circulation areas. Emergency power should be provided. These rooms should be accessible only by authorized security staff.

Screening stations and security posts should be located in public zones. The security command center and staff operations, support and administration areas should be located in nonpublic secure zone access areas. Security administration should be inconspicuously located off the main public corridors and, if possible, near the main public entrance security screening station of the courthouse. Security administration does not require public access, but should be convenient to security staff, who will primarily circulate throughout the public areas of the building. The security operations staff area should be located in a nonpublic area, but adjacent to an interview room accessed via an unmarked doorway from the public corridor system (see (a)(5) above.) For staff management purposes, it is recommended that the security administration office be adjacent to or near the command center, security staff operations office and staff support areas.

In courts located within a building that houses other agencies operating outside the court security zone, any passageway between court and noncourt functions should be secured by a security screening station. All visitors and court personnel should pass through the security screening station to enter the courthouse. The facility design should not permit stairwells, elevators, corridors or doorways between offices to bypass the security zone system.

4. DESIGN CHARACTERISTICS

The security command should be functional and efficient, and constructed with durable finishes, materials and furnishings. The administrative office area should have architectural details, finishes, wall coverings, paint and carpeting that are similar to a general administrative office for any other government agency or private sector company.

The monitoring and communications room should consist of a single, undivided room. The security equipment installed may be changed periodically, and simplified wiring access (through a panel access flooring system, for example) is preferred. If natural light is available to this room, it should be controlled to prevent glare on screen displays and to limit transmission of ultraviolet light that may harm sensitive electronic equipment.

Security posts should be clearly identified and visible but should be integrated into the facility design. Security screening stations and posts at each building entrance should be carefully designed to clearly delimit the court security zone and to provide an obvious path of entrance to the courthouse without detracting from the overall design of the courthouse entrance. The screening area should be designed to encourage movement through the screening stations and to discourage waiting immediately outside the security perimeter. The screening stations should be hardened to withstand assaults or attacks. Building entrances and exits should be visible to security staff at the screening station at all times.

After-hours access to the courthouse should be provided only through doors that provide an identifying electronic record of the location, time and key (or card) used. After-hours access between the general court security perimeter, the staff security area and any in-custody security areas may be similarly recorded.

The building exterior should be designed with minimal obstructions to clear lines of sight. Landscaping should not obstruct the view of the building perimeter. Architectural elements may be creatively used as a perimeter to prevent unauthorized access and parking of vehicles adjacent to the building. Access for emergency vehicles should be provided.

Parking for judicial officers and other authorized staff should be adjacent to the courthouse and directly connected via a security corridor to the staff security perimeter.

Section IX: In-Custody Defendant Receiving, Holding and Transportation

Section IX: IN-CUSTODY DEFENDANT RECEIVING, HOLDING AND TRANSPORTATION

Defendants in criminal cases are often detained awaiting disposition of their cases, because they present a danger to the community or there is a high probability they may flee the jurisdiction. At the same time, these defendants have the same rights as any other citizen to be present in the courtroom when their cases are adjudicated.

Therefore, criminal courts must have secure but humane facilities to receive, hold and transport in-custody defendants to and from the courtroom. In small court facilities, this may amount to a few holding cells and a secure corridor to the courtroom(s). In urban criminal court facilities, this may be a large receiving and detention facility accommodating hundreds of in-custody defendants with a complex system of secure elevators and corridors that enable secure transportation of these individuals to courtrooms. Similarly, the designers of family and juvenile court facilities should consider the safe and secure movement of in-custody defendants.

The functional components that constitute the in-custody defendant receiving, holding and transportation areas are

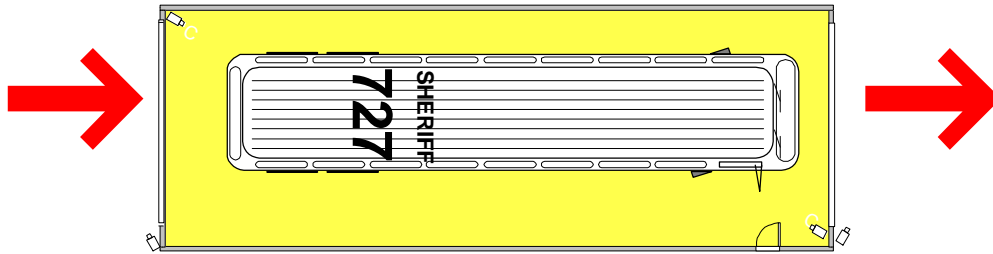
- (a) Vehicle sallyport,
- (b) Security vehicle parking,
- (c) Pedestrian sallyport,
- (d) Initial holding cells and search area,
- (e) Control center,
- (f) Central holding cells,
- (g) Booking station,
- (h) Kitchen/lunch storage,
- (i) Dress-out, property and clothing storage,
- (j) Attorney interview space,
- (k) Secure elevators and corridors,
- (l) Courtroom holding cells,
- (m) Bail/fine payment counter, and
- (n) Storage rooms.

Many in-custody spaces are addressed in California Code of Regulations, title 24. All in-custody areas must meet the requirements of, and obtain approval from, the State Board of Corrections. Since these regulations are subject to change, this section should be reviewed along with the most recent edition of title 24. A summary of provisions of California Code of Regulations, title 24 pertaining to holding facilities is provided in Appendix B.

1. AREA DESCRIPTION AND SIZE

(a) Vehicle Sallyport

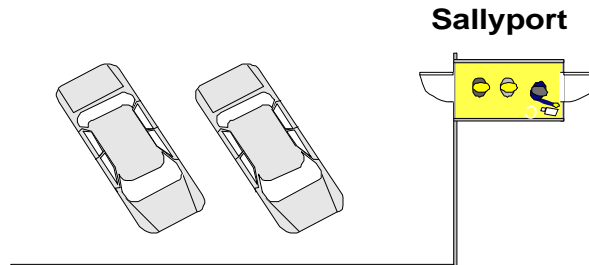
An entry point into a secured vehicle parking area allows access and egress of vehicles transporting in-custody defendants. The entry point should have a secure gate. This gate will typically be electronically activated by an officer in the control center via remote control. A second gate should be provided for egress. These gates normally are large enough to accommodate a bus or a large van.



(b) Security Vehicle Parking

A security vehicle parking area should be provided to allow sheriff, marshal or other law enforcement vehicles to park and unload in-custody defendants. This area should include a wall-mounted gun locker, a temporary hold cage and/or a handcuff rail.

The size and configuration of this area will vary depending on the number of in-custody courtrooms. If the primary detention facility is joined to the courts by a tunnel or a secured walkway, this area may include parking for only one or two sedans. If the jail is some distance away and the facility is a major criminal court, the area may require parking for several large-capacity buses, vans and sedans. The minimum area would be 1,500 to 2,000 net square feet.



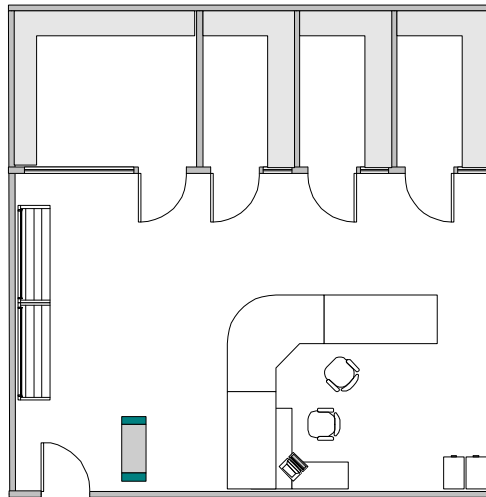
(c) Pedestrian Sallyport

The security vehicle parking area is entered and exited through a pedestrian sallyport. This area typically has two electronically controlled doors, one of which is closed before the other is opened. These doors should be remotely controlled with voice and video connection to the control unit. The sallyport should be at least 50 to 100 square feet to hold two to six individuals.

(d) Initial Holding Cells and Search Area

The initial holding cells and search areas for in-custody defendants may include a counter for filling out forms, metal detector, railing to secure handcuffed defendants and benches for defendants to sit. One or more cells may be provided to house defendants. These cells must be designed in accordance with the current requirements of California Code of Regulations, title 24. A summary of these requirements is provided in Appendix B.

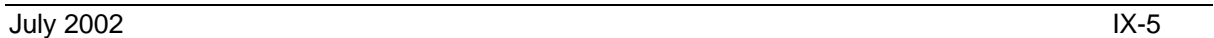
Voice monitors, closed circuit television cameras with optional event recording and silent duress alarms with video enhancement should be provided in these areas.



(e) Control Center

In larger court facilities, a fixed-post control center may be required to monitor the flow of in-custody defendants through sallyports, cell doors and other controlled access and egress points. This area may be the security control center for the overall court facility. Typically, the control center will include electronic control panels for doors, video monitors and related equipment necessary to maintain supervision of the holding area and, if necessary, the entire court facility. This area should have security-glass windows to enable staff to observe the holding areas.

The control center will vary in size, depending on the size of the court facility and holding areas. A minimum of 100 net square feet up to a maximum of approximately 250 net square feet should be provided.



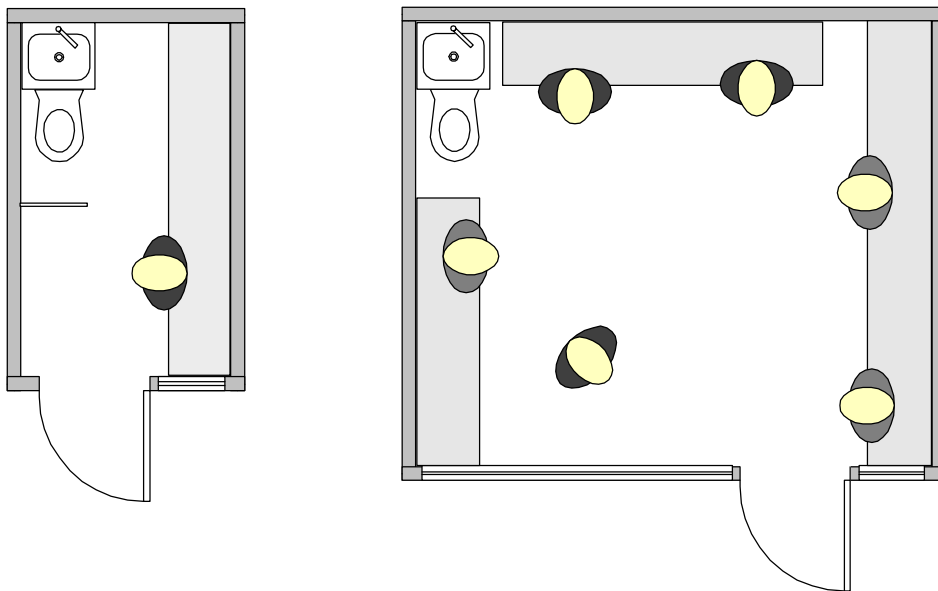
(f) Central Holding Cells

In-custody defendants awaiting a court hearing or trial may be held in a central holding area before being transported to the courtroom or holding rooms adjacent to the courtrooms. The central holding area will vary from a few cells to a large number of single- and multi-occupancy cells. Holding cells should be designed to prevent visual contact between in-custody defendants in holding cells across from or adjacent to each other. Separate holding areas for males and females should be provided. If juveniles are held in the facility, their cells should have sight and sound separation from the adult section. Consideration should be given to separating gang members, serious offenders and special care defendants.

Group cells accommodating up to 16 persons may be provided. In accordance with California Code of Regulations, title 24, holding cells must contain a minimum of 10 square feet of floor area per inmate and be no smaller than 40 square feet in total. Each holding cell must have a water closet, wash basin, drinking fountain and adequate seating for all inmates, and must have a floor drain. Individual cells must include a toilet, sink and drinking fountain. A clear ceiling height of 8 feet must be provided in all holding cells.

Cells should have structural glazed-concrete block walls with an antigraffiti coating. Single and group cells should have wall-mounted metal benches. The sink/water closet unit may be combined and have modesty panels. Plumbing fixtures should have anti-flood devices.

Voice monitors and closed circuit television cameras with optional event recording should be provided in the central holding area.



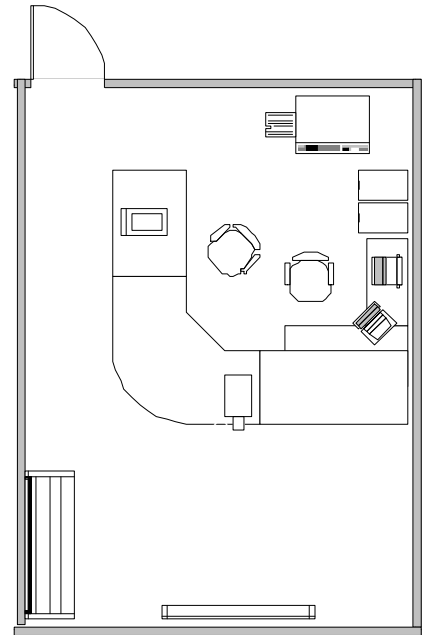
These cells must be designed in accordance with the requirements of California Code of Regulations, title 24. A summary of the current requirements of title 24 is provided in

Appendix B; however, the most recent version of applicable code requirements should be used in the design process.

(g) Booking Station

A booking station should be housed in the central holding area or central security administration area for formal booking of an individual who is not in custody.

This area should provide space for a digital photography unit, fingerprint scan station, booking terminal and other equipment utilized by the law enforcement agency. The area should be 100 to 150 net square feet with appropriate detention facility finishes and furniture.



(h) Kitchen/Lunch Storage

An area should be provided to store lunches for defendants who are spending a full day at the court facility. This area may also serve the food-services needs of security staff. It should include refrigerated storage, a sink and a general storage area. The size of this area should be based on anticipated occupancy of the holding cells and number of staff. In large facilities, this area may include tables and chairs for staff breaks and lunch, vending machines, a coffee area and storage facilities.

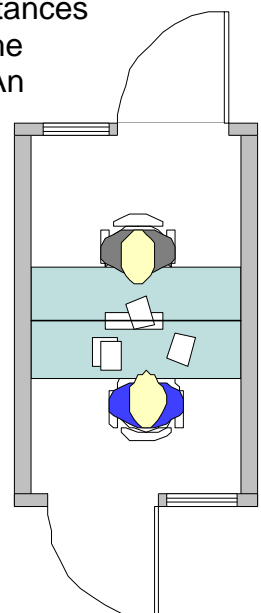
(i) Dress-out, Property and Clothing Storage

An in-custody defendant may need to dress in nondetention clothing for an appearance in court. Usually dress-out occurs at the jail before transportation to the court facility. Occasionally, clothing may be delivered to the court, or other circumstances may require dress-out at court. In these circumstances, an area for the defendant to obtain civilian clothing and dress-out may be required. An adjoining storage area should be provided for detention clothing.

(j) Attorney Interview Space

Private and secure rooms should be provided for attorney/defendant interviews and conferences. Since conversations held in these rooms are confidential, measures should be taken to minimize sound transmission. They may be provided both at the central holding area and on court floors adjacent to courtroom holding cells.

Entrance on the attorney side should be from the nonsecure public side. The room should be divided by a security panel but have some contact space to permit review and signing of documents. Typically these rooms should have detention-type work surfaces and stools, structural glazed-concrete block walls, vinyl floors and vandal-



resistant lighting fixtures and ventilation openings. They should be 60 to 80 net square feet in size.

Closed circuit television cameras with optional event recording should be provided in these rooms.

(k) Secure Elevators and Corridors

Access from central court holding to courtroom holding can be either through a secure corridor or by a secure elevator. In medium to large court facilities, a number of secure elevators may access holding cells between courtrooms on multiple floors. See section I of this report for discussion of vertical and horizontal circulation issues and approaches.

Voice monitors and closed circuit television cameras with optional event recording should be provided in these areas.

(l) Courtroom Holding Cells

Each criminal courtroom should have access to one in-custody holding cell directly adjacent to the courtroom. Arraignment and high-volume criminal courtrooms may need a number of single- and multiple-occupancy cells. The court security officer should be able to access these cells from a separate courtroom entry point. Similarly, in civil court facilities, at least one holding cell should be provided in a secure area.

At least one holding cell in the court facility should be equipped with a loudspeaker to allow auditory monitoring of courtroom proceedings. This cell could be used for disruptive defendants unwilling to participate appropriately in the trial process.

(m) Bail/Fine Payment Counter

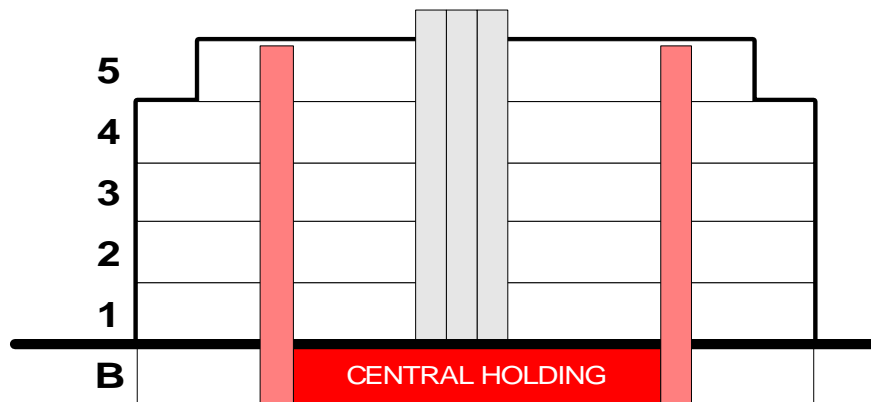
A counter should be provided for payment of fines and posting of bail for individuals to be released from central holding. In many jurisdictions, this occurs at the court clerk's office. Sometimes central holding maintains the counter. This area should be accessible from a public corridor, have a secure window and include a terminal, printer and cash deposit unit. Security provisions may include a closed-circuit TV camera/monitor and silent duress alarm. Typically, an area of 50 square feet is sufficient for this function.

(n) Storage Rooms

Storage rooms for cleaning supplies and other operationally required materials should be provided. An area of 40 to 100 net square feet will accommodate most facility requirements.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

A secured vehicle sallyport and a pedestrian sallyport should be the primary means of access/egress for defendants entering or leaving the court facility. Access into secured corridors for transport of detainees to and from court should be by remotely controlled electronic locks. The in-custody defendant holding areas should be centrally located between the defendant receiving area and courtrooms. In multistory courthouses, holding facilities may be located between courts and accessible by secured corridors, stairs or elevators. Courtroom layout, function and security requirements determine proper placement.



3. DESIGN CHARACTERISTICS

The materials selected for in-custody defendant receiving, holding and transportation areas should be extremely durable. All furniture, lighting fixtures and ventilation shafts inside holding cells should be vandal-resistant and secured in place. All surfaces that are accessible to defendants, except stainless steel, should be treated with an antigraffiti coating. Walls should be constructed of structural glazed-concrete block with ceilings of solid, impenetrable construction.

Section X: Building Support Services

Section X: BUILDING SUPPORT SERVICES

Building support services include those functions required for the operation of the courthouse facility and grounds.

1. AREA DESCRIPTION AND SIZE

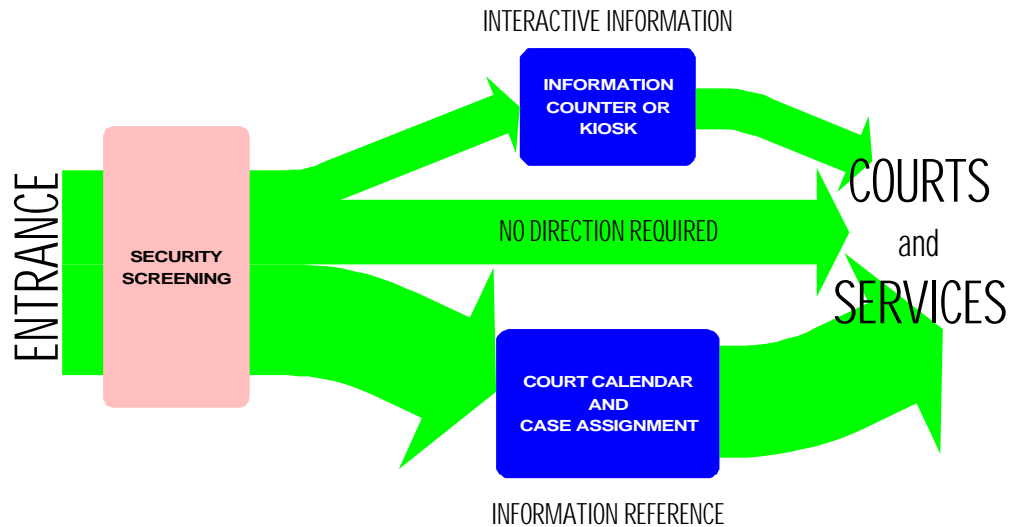
Building support services may include the following spaces:

- (a) Information kiosk or counter,
- (b) First aid station,
- (c) Food services,
- (d) Loading dock,
- (e) Supplies and equipment storage,
- (f) Maintenance shops and office,
- (g) Custodial supplies and storage and
- (h) File shredding area.

(a) Information Kiosk or Counter

A clearly identified information kiosk or counter may be used to provide direction and basic information to individuals unfamiliar with the court facility or court system. The kiosk or counter should be located in a highly visible place near the main entrance. If a kiosk is used, it may be an automated system with touch-screen technology. If the counter is staffed, adequate work space should be provided. Materials should be compatible with the overall courthouse design.

The information area should be used in conjunction with directional signage to provide courthouse visitors information about the location of services. Visitors should be given directional information in an easy-to-understand format immediately upon arrival in the courthouse public lobby. Many courthouse visitors will require directions to a specific courtroom or hearing room. To assist them, large, easily readable court calendar monitors (similar to flight gate monitors in airports) may be used. Areas where courtroom assignments are posted should be accessible without impeding the security screening process or blocking public circulation paths.



(b) First Aid Station

A clearly marked first aid station may be provided on the ground floor near the loading dock.

(c) Food Services

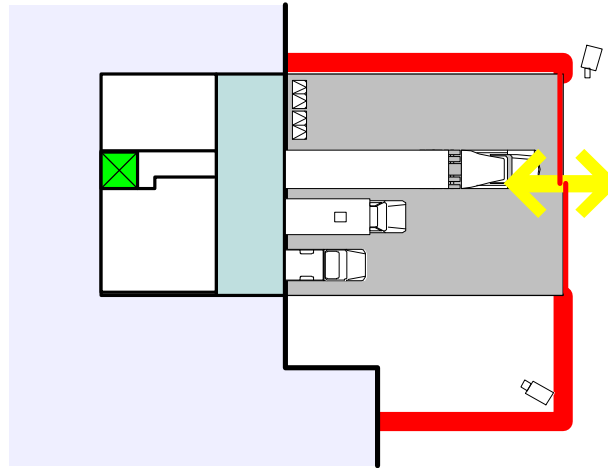
Public food service should be incorporated into a court facility. Depending on the court's size and level of activity, food service may be provided by vending machines, a snack bar or a cafeteria. If local food services are not available within walking distance, a cafeteria should be considered.

(d) Loading Dock

A loading dock should be provided that will accommodate delivery trucks of all sizes. It should be accessible from the street and should provide for easy delivery and efficient distribution of goods throughout the facility. The loading dock should also be adequately sized to stage furniture being unloaded and unwrapped before delivery into the building. The driveway, loading dock, loading dock apron and any exterior staging areas may be within the security perimeter and fully enclosed by fencing. At each gateway to the service driveway, a closed-circuit video camera and telephone or other annunciation system are recommended. If the vehicular gate is remotely operated, it should have a manual backup system.

The loading dock should be located near the freight elevator but away from general office areas of the court. Special consideration should be given to the placement of air intake ducts in relation to fumes from idling trucks.

One truck bay within the secure loading area should be dedicated to refuse and recycling and should include collection and compaction bins and covered roll-off containers. This bay should also include a protected area for storage of supplies and equipment and recyclable materials.



(e) Supplies and Equipment Storage

The size and number of supplies and equipment storage rooms will depend upon the functions of the court. Placing these rooms off of a restricted corridor and near a freight elevator will allow transportation of supplies and equipment throughout the court facility with minimal disruption. Access should be by key card or other secure method.

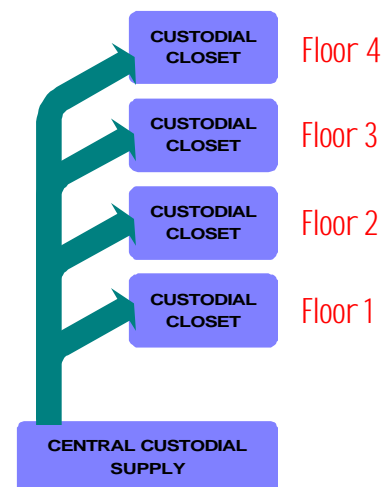
(f) Maintenance Shops and Office

A maintenance shop may be located on the ground floor near the freight elevator. Walls should be constructed to minimize noise transmission. In larger facilities with court-based maintenance staff, an office may be needed. The office should be sized to accommodate workstations for project and facilities management staff and space for visitors. The office should contain building-plan storage, plan layout space and reference catalog shelving. Entry should be by key card or other secure method.

(g) Custodial Supplies and Storage

Each floor of the courthouse should have at least one appropriately ventilated custodial supply and storage closet of approximately 60 net square feet that includes a floor sink. Rooms should be lockable and accessible from public corridors. A single floor of more than 50,000 square feet may require additional custodial closets.

A central custodial supplies and storage room may be provided and should be located near the building service loading dock or freight elevator core. This room should be a minimum of 200 net square feet to accommodate bulk storage of cleaning supplies and consumable goods. Bulk supply storage may be provided in high-bay space utilizing high-density shelving.



(h) File Shredding Area

A file shredding area may be provided. This function is usually located near the loading dock.

2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS

Access to the information kiosk/counter and food services area should be from a public corridor. Access to the loading dock, supplies and equipment storage, maintenance shops and custodial areas should be by key card or other secure method.

3. SECURITY

A security perimeter surrounding the loading dock service entrance may be formed by construction of a solid wall or solid fence material. The fence or wall should not permit a clear line of sight between the loading and staging area and any surrounding public-access land or spaces.

Appendix A: Design Guidelines

Appendix A: DESIGN GUIDELINES

This appendix describes guidelines for lighting, acoustics and heating, ventilating and air conditioning (HVAC) in new courthouses. Where applicable, guidelines for design of specific areas and functions within the courthouse are provided in sections II through X of this report.

All electrical and communications systems must meet or exceed the requirements of the National Electrical Code (NEC). All building systems and designs, including acoustical, HVAC, electrical, lighting and electrical distribution must comply with applicable state and local codes including those relating to energy efficiency.

1. LIGHTING

Lighting should be designed to enhance both the overall building architecture and the effect of individual spaces within the building. The following guidelines for interior and exterior lighting properties at court facilities are based on Facilities Standards For The Public Buildings Service, PBS-PQ100.1, United States Facilities Standards and Technology Division, Office of Design and Construction, Public Buildings Service, General Services Agency, June 14, 1996, pp. 6-35 through 6-42.

INTERIOR LIGHTING

Type of Lighting. Designers should consider various lighting options including direct lighting, indirect lighting, downlighting, uplighting and lighting from wall- or floor-mounted fixtures. Generally, interior lighting should be fluorescent. Downlights may be compact fluorescent; high bay lighting may be high-intensity-discharge (HID). HID may also be an appropriate source for indirect lighting of high spaces; however, it should not be used in spaces where instantaneous control is important, such as conference rooms, auditoriums or courtrooms. Incandescent lighting should be used sparingly but may be appropriate where special architectural effects are desired.

Supplemental Emergency Lighting. Partial emergency-powered lighting should be provided in main mechanical, electrical and communications equipment rooms; uninterrupted power supply (UPS); battery and computer equipment rooms; security control and fire control centers; and building automation system rooms. If closed-circuit television cameras are used for security systems, emergency lighting should be provided at monitored areas.

Illumination Levels. For lighting levels for interior spaces see the values indicated in Table A-1. For those areas not listed in the table, the Illuminating Engineering Society of North America (IES) *Lighting Handbook* may be used as a guide.

Table A-1
Minimum Measurable Lighting/Illumination Guidelines

Area	Minimum Footcandles at 30 Inches Above Floor
Office Spaces	
General offices.....	50
Clerical workstations and offices.....	90-100
Under-cabinet lighting (workstations).....	50
Conference rooms	50
Private office reception and waiting areas	75-90
Interview rooms.....	50
Active-file storage areas	50
Inactive-file storage areas.....	10-20
Courtroom Spaces	
Litigation area	75-90
Public area.....	30
Public Building and Support Interior Spaces	
Restrooms.....	10-20
Corridors, lobbies and waiting rooms	10-20
Corridors, lobbies and waiting rooms	10-20
Custodial spaces	5-10
Inactive-file storage.....	5-10
Detention/Holding Spaces	30
Exterior Areas	
Yards and walkways	0.5-2.0
Parking areas (surface or structure).....	5

The above specifications are intended to be ranges, subject to review by a lighting engineer.

Lighting Criteria for Types of Interior Spaces

(a) General Office and Workstation Areas

Office lighting is typically fluorescent. A lighting layout with a fairly even level of general illumination is desirable. Modular (plug-in) wiring for fluorescent lighting fixtures should be used for office areas to facilitate relocation of fixtures. Task lighting should be used in situations, such as areas of systems furniture, where the general lighting level would be insufficient for the specific functions required.

(b) Computer Rooms

Generally, computer rooms should have the same lighting as offices. If the area contains special workstations for computer graphics, dimmable incandescent lighting may be required.

(c) Conference Rooms and Training Rooms

Conference rooms and training rooms should have a combination of fluorescent and dimmable incandescent lighting. Lighting in computer training rooms should minimize reflection and glare on video display screens.

(d) Lobbies, Atriums, Tunnels and Public Corridors

Special lighting design concepts are encouraged in lobbies, atriums, tunnels and public corridors. The lighting design should be an integral part of the architecture. Wall fixtures or combination wall and ceiling fixtures may be considered in corridors and tunnels.

(e) Mechanical and Electrical Spaces

Lighting in equipment rooms or closets may be equipped with industrial-type fluorescent fixtures. Light fixtures should be located so that lighting is not obstructed by tall or suspended pieces of equipment.

(f) Dining Areas and Food Service Spaces

Natural light is recommended in dining areas, supplemented by fluorescent fixtures. Limited incandescent lighting may be used as accents.

(g) Parking Structures

Fixtures for parking areas may be fluorescent strip fixtures with wire guards or diffusers. Fixtures should be positioned to maintain the required vehicle clearance. Enclosed fluorescent or HID fixtures should be considered for above-grade parking structures.

EXTERIOR LIGHTING

Exterior luminaires must comply with local zoning laws. Lighting levels for exterior spaces should be consistent with the *IES Lighting Handbook*.

HID fixtures may be used in parking and roadway lighting. Lighting fixtures should be provided at all entrances and exits of major structures.

Exterior door lighting should be provided at loading docks. In addition, fixtures for illumination of the interior of trailers should be provided at each truck position.

Exterior lighting circuits should be controlled by a photocell and time clock controller to permit both all-night and part-night lighting.

LIGHTING CONTROLS

Consideration should be given to providing manual, automatic or programmable microprocessor lighting controls in specific areas or zones. The application of these controls and the controlled zones will depend on a number of space factors: frequency of use, availability of natural light, normal and extended work hours and the use of open- or closed-office plans. All of these factors should be considered when establishing appropriate lighting controls and zones.

Dimming can be accomplished with incandescent, fluorescent or HID fixtures. Lighting controls may include switches, multilevel switching, occupancy sensors, light level sensors or microprocessors. The lights may be zoned by space or multiple spaces. If microprocessor controls are used to turn off lights, a local means of override should be provided to continue operations when required.

In enclosed areas,

- Occupancy sensors should be considered.
- Photoelectric sensors that reduce lighting levels in response to daylight should be considered for closed spaces with glazing.
- Microprocessor controls, programmable controller or central computer controls are recommended for multiple closed spaces or large zones.
- Touch-tone telephone or manual override controls should be provided if a microprocessor, programmable controller or central computer control is provided.

Infrared or ultrasonic occupancy sensors should be considered for small, enclosed office spaces and restroom areas. Each sensor should control no more than 12 fixtures. Occupancy sensors should not be used in open-office areas, spaces housing heat-producing equipment or corridors.

In open areas,

- Open spaces may be subdivided into zones. In such zones, controls should be located on core wall areas, permanent corridor walls or on columns. Remote control devices such as a programmable controller, microprocessor and/or central computer should be considered.
- Photoelectric sensors should be considered for fixtures adjacent to glazed areas and for parking structures.

2. ACOUSTICS

These guidelines are recommended to ensure adequate acoustics in court facilities. Every element of a space - its shape, surfaces, furniture, light fixtures and mechanical systems - contributes to its acoustical characteristics.

The following guidelines for acoustic properties within court facilities are based on Facilities Standards For The Public Buildings Service, PBS-PQ100.1, United States Facilities Standards and Technology Division, Office of Design and Construction, Public Buildings Service, General Services Agency, June 14, 1996, pp. 3-62 through 3-65.

Considerations Affecting Acoustic Design. The following considerations affect acoustical guidelines for court facilities:

- **Ambient Noise Level.** The level of noise within a space. Generally, the lower the level of ambient noise, the more comfortable occupants will feel. Ambient noise level is quantified by Noise Criterion (NC) curves, published in American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) *Handbook of Fundamentals*.
- **Noise Isolation.** The amount of noise transmitted through the perimeter of a space. The better the sound barrier, the higher its Sound Transmission Class (STC) will be.
- **Noise Isolation Class.** A classification established by the American Society of Mechanical Engineers (ASTM) E-336 for determining noise isolation between existing building spaces. A modification of this rating, Speech Privacy Noise Isolation Class (NIC) is used to rate ceiling tile and freestanding space dividers in open office plans.
- **Reverberation Control.** The amount and direction of sound reflected from a given material. A harder surface produces a reflected noise level. Soft surfaces absorb sound waves and reduce the ambient noise level. The ability of a given material to absorb sound is expressed by its Noise Reduction Coefficient (NRC).

Acoustic Criteria for Specific Spaces

(a) Courtrooms

Specific guidelines for courtroom design are provided in section II of this report. Technical criteria and design variables should be established by an acoustical specialist, based on an analysis of the court's needs. Courtroom interior design and finishes should aid in controlling noise and direct sound transmission, with reverberation time in the range of 0.6 to 1.0 second. The walls between the courtroom and adjacent areas should maintain an STC rating of 50 to 55.

(b) Judicial Chambers

Sound isolation between the judicial officers' chambers and conference rooms and other areas should be between STC 50 and 55.

(c) Conference Rooms, Meeting Rooms and Training Spaces

The design ambient noise level for conference rooms, meeting rooms and training spaces should not exceed NC 30. Air supply and return systems should be equipped

with sound traps or insulated ductwork to meet this criterion. Sound isolation at partitions enclosing meeting room and training room space should maintain a minimum STC of 45. However, in mediation rooms, orientation rooms and children's waiting area, an STC of 50 should be maintained. Doors should be gasketed. Acoustical ceilings should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

(d) Office Equipment/Workroom/Computer Room Spaces

These areas consist of spaces where people are likely to speak in a higher than normal tone of voice and spaces where concentrations of noisy equipment are located, including dining areas, computer equipment rooms and rooms housing high-speed copiers. The designed ambient noise levels for these spaces should not exceed NC 40. Sound isolation at partitions enclosing equipment or workroom space should be a minimum STC of 45. Doors should be gasketed. Acoustical ceilings should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

(e) General Office Spaces

The design ambient noise level for general office spaces should not exceed NC 35. Partition and ceiling assemblies should have a minimum STC of 40. However, in the mediator's office, an STC of 50 is more appropriate. Partitions should terminate at the underside of the ceiling. Floors should be carpeted, unless unusual circumstances exist. Acoustical ceiling units should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

(f) Open-Office and Workstation Spaces

The design ambient noise level for open- office and workstation spaces should not exceed NC 35. Noise isolation should meet the requirements of at least NIC 20. Acoustical ceiling units should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

(g) Corridors, Storage and Other Nonoffice/Workstation Spaces

These areas include space where speech privacy is not a significant consideration, such as internal corridors, circulation stairs and file rooms. The criteria for general office space also apply to these spaces, except noise isolation is not required.

(h) Lobbies, Support and Other Public Spaces

Public spaces and support spaces include lobbies, atria, restrooms and locker rooms. The design ambient noise level for these spaces should not exceed NC 40. No specific sound isolation guidelines apply, but these spaces should be separated as far as possible from quiet areas. In large lobbies, acoustical treatment should be provided on some surfaces to mitigate reverberation.

(i) Other Space

In spaces where noisy operations are located, including kitchens, mechanical, electrical and communications equipment rooms, elevator machine rooms and trash compactor rooms, the design guideline ambient noise level has no recommended limit; however,

acoustical treatment should be considered if NC 60 is exceeded. Sound isolation between these spaces and other areas should be a minimum of STC 45.

Consideration should be given to sound transmission through ceilings and floors to spaces above and below. Sound isolation floors are recommended for all mechanical room floors where space below is occupied. The design ambient noise level should not exceed NC 50 in such spaces as warehouses, parking garages and fire stairs not used for normal circulation. These spaces should be separated as far as possible from quiet areas.

Other Sound Isolation and Control Considerations

Exterior construction systems should screen out ordinary traffic noise. In facilities located near airports or other sources of high noise levels, consideration should be given to providing special exterior glazing and gasketing systems.

Noise propagation in buildings may be controlled by buffers between noisy and quiet areas. Buffers can be unoccupied space, shafts, filing or archive areas.

Background low-frequency sound-masking systems to reduce the perceived level of random noise and enhance privacy may be considered. Low-frequency sounds can be reproduced through loudspeakers at a uniform and unobtrusive volume. The background sound-masking system should be coordinated with the noise characteristics of the mechanical system to achieve a uniform sound pattern. Such systems may be considered for office equipment/workroom/computer room spaces, general office spaces, and open-office and workstation spaces. If a background sound masking system is used, the NRC ratings for ceilings discussed above do not apply.

3. HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

The following guidelines for heating, ventilating and air conditioning within court facilities are based on Facilities Standards For The Public Buildings Service, PBS-PQ100.1, United States Facilities Standards and Technology Division, Office of Design and Construction, Public Buildings Service, General Services Agency, June 14, 1996, pp.5-14 through 5-16.

Indoor Air Quality. Adequate ventilation is important to maintain indoor air quality. The minimum ventilation rates and indoor air quality criteria specified by ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality, are recommended. These standards are intended to minimize the potential for adverse health effects. Where occupancy requirements are likely to generate high levels of airborne particles, special air filtration should be considered for the return air system.

Some building areas, such as restrooms, showers, locker rooms, custodial spaces, battery-charging rooms and kitchens, should be kept under negative pressure relative to surrounding areas. The air from these spaces should be exhausted at 100 percent.

The location of outside air intakes should be carefully evaluated to avoid short-circuiting of building exhaust and contamination by car and truck exhaust fumes or by equipment, such as cooling towers.

When a building is new, volatile compounds can be released in large quantities from materials such as adhesives, vinyls and carpets. A purge cycle of 100 percent outside air is recommended to run for several days prior to occupancy.

Indoor Design Temperatures and Relative Humidity. Indoor design temperatures and relative humidity guidelines are stated in Table A-2 below. Indoor conditions are set at the middle of the comfort range of the ASHRAE *Handbook of Fundamentals*. Actual operating conditions may vary.

Table A-2
Indoor Design Conditions

Area	<u>Summer</u>		<u>Winter</u>	
	Temp. (°F) ¹	Relative Humidity ²	Temp. (°F)	Relative Humidity
Courtrooms	74-76	n/a	70-74	n/a
General Offices	74-76	n/a	70-74	30
Computer Rooms	74-76	45	70-74	45
Storage Rooms	74-76	n/a	70-74	n/a
Building Lobbies	74-76	n/a	70-74	n/a
Toilets, Lockers	74-76	n/a	70-74	n/a
Corridors	74-76	n/a	70-74	n/a
Stairwells	74-76	n/a	70-74	n/a

1. Dry-bulb temperature in degrees Fahrenheit.

2. Minimum recommended relative humidity, stated in percent. Should remain within five percent of stated relative humidity in a computer equipment room.

Appendix B: Requirements for Holding Facilities

Appendix B: REQUIREMENTS FOR HOLDING FACILITIES

The following requirements for court holding facilities are excerpted from Title 24, Part 2, Volume 2, 1995 California Building Code, California Code of Regulations. Title 15, California Code of Regulations and other codes pertaining to operation of holding facilities may impose additional requirements. This synopsis should be used for general guidance only; all court facility projects must meet the specific requirements of the most recent versions of title 24 and other applicable state and local building and zoning codes. Facilities planners, project managers and architects are encouraged to conduct a thorough review of the most recent state and local code requirements.

For purposes of compiling this synopsis, court holding facilities are assumed to be short-term (less than 12 hours) in-custody holding facilities. Title 24 or other codes may impose additional requirements for longer-term holding facilities, jails and correctional facilities.

Section 470A.2.2 – Temporary holding cell or room

The temporary holding cell or room shall:

- (1) Contain a minimum of 10 square feet of floor area per inmate;
- (2) Be limited to no more than 16 inmates;
- (3) Be no smaller than 40 square feet and have a clear ceiling height of 8 feet or more;
- (4) Contain seating to accommodate all inmates as required in Section 470A.3;
- (5) Contain a water closet, wash basin and drinking fountain as specified in Section 470A.3; and
- (6) Maximize visual supervision of inmates by staff.

Section 470A.2.19 -- Safety equipment storage

A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, and emergency lights.

Section 470A.2.20 -- Janitor's closet

At least one securely lockable janitor's closet, containing a mop sink and sufficient area for the storage of cleaning implements, must be provided within the security areas of the facility. In court holding...facilities, the closet need not be in the security area.

Section 470A.2.21 -- Storage rooms

One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding and supplies. Court holding...facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.

Section 470A.2.22 -- Audio or video monitoring system

In court holding...facilities housing inmates classified higher than minimum security, there must be an inmate actuated or sound actuated audio monitoring system which is capable of alerting personnel stationed in a central control point. When visual electronic surveillance is used, it shall be located primarily in hallways, elevators, corridors or at points on the security perimeter such as entrances and exits.

Section 470A.2.24 -- Emergency power

There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs and central control points, and to maintain fire and life safety, security, communications and alarm systems. Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.

Section 470A.2.26 -- Attorney interview space

All facilities...shall include attorney interview areas which provide for confidential consultation with inmates.

Section 470A.3 -- Design criteria for furnishings and equipment

Furnishings and equipment shall be as follows:

[§470A.3.1] Water closets. ... In temporary holding cells or rooms, and in temporary staging cells or rooms, water closets shall be available on a ratio of one water closet to every sixteen inmates or fraction thereof, but not less than one water closet to serve any holding cell or room. ... One urinal or two feet of urinal trough may be substituted for each water closet up to one third of the total number of water closets required, except in those facilities or portions thereof used for females.

[§470A.3.2] Wash basins. ... In temporary holding cells or rooms and in temporary staging cells or rooms, wash basins shall be available on a ratio of one wash basin to every sixteen inmates or fraction thereof, but not less than one wash basin in any holding cell or room. ...

[§470A.3.3] Drinking fountains. There must be a minimum of one drinking fountain in every single-occupancy cell and dormitory... Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff. ...

[§470A.3.6] Lighting. Lighting...shall not be less than twenty footcandles at desk level.... Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms. ...

[§470A.3.10] Seating. Seating must be designed to the level of security. When bench seating is used, 18 inches of bench is seating for one person.

[§470A.32.12] Weapons locker. A secure weapons locker shall be located outside the security perimeter of the facility such that no officer shall bring into the security area any weapon. Such weapons lockers shall be equipped with individual compartments, each with an individual locking device. Weapons lockers are required in temporary and court holding facilities...